

## Job Description: Senior Analyst

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<b>Position</b>	<b>Senior Analyst</b>
Classification	Common Law Contract
Award agreement	Not applicable
Location	AEGIC 1 Rivett Road, North Ryde, NSW 2113
Positions supervised	0
Supervisor	Business Manager – Analytical Services
AEGIC's Purpose	To increase value in the Australian grains industry
AEGIC's Vision	Australia's leading organisation for market insight, innovation and applied solutions for the grains industry

### 1 Functions of the position

Reporting to the Business Manager – Analytical Laboratory, the Senior Analyst provides professional and timely analytical services for AEGIC customers.

Key functions:

- Perform routine analysis using instrumentations and wet chemistry techniques.
- Checking and recording results.
- Maintain calibration program.
- Trouble-shoot procedures & samples.
- Liaise with the laboratory administrator to allocate work to staff as required.
- Liaise with the quality manager to ensure compliance with ISO 17025.
- Perform other duties assigned by the manager of Analytical Services.

This position contributes towards achieving AEGIC's vision to be Australia's leading organisation for market insight, innovation, and applied solutions in the grains industry, and will positively contribute to the development and maintenance of AEGIC's organisational values and culture.

### 2 Organisation context

The Australia Export Grains Innovation Centre (AEGIC) is an independent organisation that helps position Australian grain as the preferred choice in international markets.

AEGIC does this by:

- Understanding the needs of grain customers.
- Identifying and supporting grain market opportunities.
- Innovating to develop new solutions and high-value uses.
- Educating customers on the benefits of Australian grain.

This helps the Australian grains industry breed, classify, grow and supply grain that markets prefer.

AEGIC's primary beneficiaries are Australian grain growers, and the impact of AEGIC's work spans the whole grains supply chain: from the grower in Australia, whose grain is

valued internationally, to the consumer who enjoys excellent noodles, baked products and beer made from Australian grain.

AEGIC was established in 2012 and is an initiative of the Western Australian State Government and the Grains Research and Development Corporation (GRDC). This structure has changed during the second half of 2023 (as announced in April 2023) whereby Grains Australia has replaced GRDC as a Member of AEGIC.

### **3 Key duties and responsibilities**

#### **3.1 Laboratory Research and Development**

- Maintain a safe and clean working environment.
- Maintain NATA accreditation.
- Analysing, checking, and recording results.
- Ensure timely sample throughout and quality results.
- Support the manager of analytical services.
- Schedule work to ensure efficient use of team resources.
- Maintain equipment and calibration program to ensure reliable and accurate results.
- Checking and reporting of results to customers of analytical services.
- Approve of NATA analytical reports.

#### **3.2 Business Performance and Improvement**

- Achieve strategic and operational projects on time, including milestones and outputs.
- Contribute to revenue targets.
- Undertake training, as required.

#### **3.3 Program Management**

- Prepare and manage the Business Unit Plan.
- Contribute to Annual Operating Plan.

#### **3.4 Regulation and policy compliance**

- Apply risk management principles and processes to relevant work activities.
- Undertake all activities in compliance with state and federal legislation and regulation including, but not limited to, the Work Health & Safety Act 2011 (NSW), Anti-Discrimination Act 1977 (NSW) (WA), Privacy Act 1988 (Cwlth) and the Fair Work Act 2009 (Cwlth).
- Apply any confidentiality, privacy, records management, or intellectual property provisions to information management.
- Cooperate with all AEGIC protocols and procedures of the Executive General Manager including any relating to health or safety at the workplace.
- Identify, remove, and report any work health and safety risk, hazard or incident to the Health and Safety Representative/Committee.

#### **3.5 Our values**

- Act in accordance with AEGIC's values demonstrating the behaviours defined in our values touchstone.

#### **3.6 Other**

- Other duties as required.