



Job Title: Plant Health Laboratory Technician (Entomology)

Work Unit: Plant Health, Land Resources Division

Responsible To: Entomologist

Responsible For: Assist Entomologist with laboratory and field work. Assist field collection and laboratory rearing of biological control agents and dispatch to PICTs. Assist in field and laboratory experiments. Assist in facilitation of training and awareness materials.

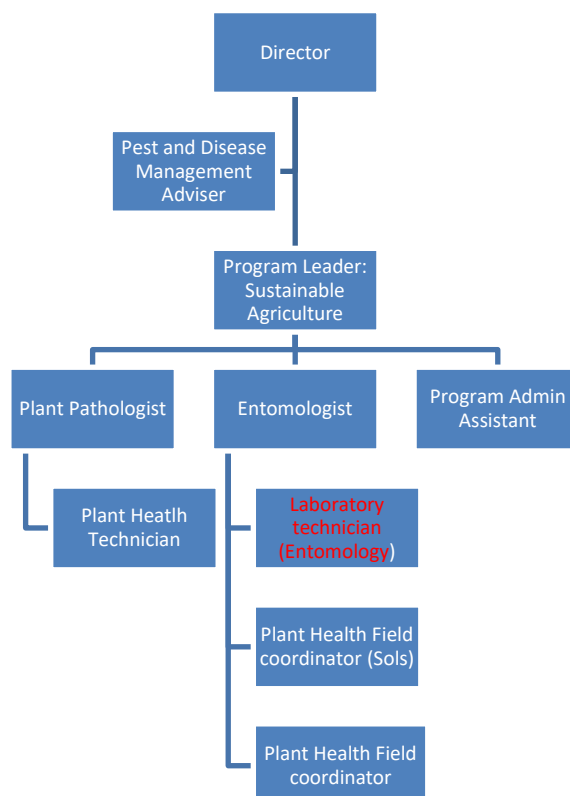
Job Purpose: Ensure effective entomology laboratory routines are met and related project activities both field and laboratory activities are carried out accordingly.

Date: June 2018

Vision:

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

Organisation Context:



Key Result Areas:

The position of **Plant Health Laboratory Technician (Entomology)** encompasses the following major functions or Key Result Areas:-

- **KRA 1:** Assisting in operations of the entomology unit and ensuring that the laboratory is well stocked and supplied
- **KRA 2:** Assisting in field collection and laboratory rearing of arthropod and dispatching to PICTs.
- **KRA3:** Assisting in capacity building of PICTs technical staff
- **KRA4:** Other duties as directed by Supervisor(s)

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>Key Result Area 1: <i>Assisting in operations of the entomology unit and ensuring that the laboratory is well stocked and supplied</i></p>	<ul style="list-style-type: none"> • Laboratory consumables and non-expendable items records are up to date • Quotations for laboratory consumables are acquired on time • Make request for procurements on field and lab materials for arthropod rearing and dispatching. • Laboratory hygiene & protocols are followed at all times
<p>Key results areas 2: <i>Assisting in field collection and laboratory rearing of arthropod and dispatching to PICTs</i></p> <ul style="list-style-type: none"> • Field collection of biological control agents for assorted arthropod pest • Lab rearing and maintenance of specimens in designated cages • Arrangement of specimen consignment with courier to respective destinations • Assisting entomologist in field and laboratory experiments 	<ul style="list-style-type: none"> • Live arthropods are well maintained and cared for • Field collections and excursions are complete and recorded • Country consignments are dispatched in a timely manner
<p>Key result areas 3: <i>Assisting in capacity building of PICTs technical staff</i></p> <ul style="list-style-type: none"> • Assisting in awareness material formulation and printing • Assisting in field and laboratory demonstrations. 	<ul style="list-style-type: none"> • All field demonstrations and capacity building events are well managed
<p>Key result area 4: <i>Other duties as directed by Supervisor(s)</i></p> <ul style="list-style-type: none"> • Participate in relevant in-house learning events • Assisting the Program Assistant in administration works when required 	<ul style="list-style-type: none"> • Proactive participation in learning events • Duties completed in a timely manner

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:
Physical nature of typical field work in extreme weather conditions and weekend duties including public holidays

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> ▪ Farmer groups ▪ National Agriculture staff ▪ MPI net works ▪ Exporters ▪ Local agriculture input suppliers ▪ International collaborators 	<ul style="list-style-type: none"> • Technical advice • Training • Information provision • Information seeking and provision
Internal	
<ul style="list-style-type: none"> • Plant Health team • Other LRD teams • ACIAR technical team 	<ul style="list-style-type: none"> • Planning and reporting on field activities • Integration • Planning and reporting field trials

Level of Delegation:

The position holder:

- has no delegation authority

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Undergraduate degree in Agriculture Science or any related science degree majoring in Biology • At least three years’ experience in plant protection including Integrated Pest Management (IPM) systems of vegetable and horticultural crops 	<ul style="list-style-type: none"> ▪ Experience in entomological science including laboratory knowledge ▪ Horticulture and plant protection field experience

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Possess strong research skills • Ability to work with limited supervision • Possess good interpersonal skills and an ability to work effectively in a multi-cultural environment. • Ability to travel, work and live in harsh conditions 	<ul style="list-style-type: none"> ▪ Must possess a valid driver’s license

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	-
Advanced level	Knowledge and understanding to effectively carry out entomology laboratory instructions and maintenance
Working Knowledge	Preparation of laboratory apparatus for specific arthropod collection and rearing and dispatching.
Awareness	Understanding of PH goals and outputs

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Communicates effectively
- Performs well under pressure
- Positive attitude to work
- Strongly committed
- Highly motivated
- Excellent interpersonal skills
- Sound judgement
- Well organized
- Dependable
- Creative and imaginative
- Honesty and integrity
- Demonstrates cultural and gender sensitivity

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date

Employee

Date