

## POSITION DESCRIPTION

**POSITION:** Technical Assistant

**POSITION REPORTS TO:** Producer of Rocklabs Reference Materials

**FUNCTIONAL RELATIONSHIPS:** Internal staff  
Group Manager Manufacturing - Scott

---

### POSITION OBJECTIVE

To learn fundamentals of Reference Material production in order to provide technical assistance to the Reference Material Producer.

#### Delegated Authority

- As per Company Policy.
- 

### KEY AREAS OF RESPONSIBILITY

#### 1. Technical – Production

- Takes technical lead and direction from “Producer of Rocklabs Reference Materials” and does not modify or deviate from Reference Materials procedure and quality systems without clear documented change request and approval by Producer of Rocklabs Reference Materials.
  - Preparation of homogeneous concentrates
  - Preparation of homogeneous Reference Materials
  - Production Planning
  - Use of ribbon blender and pulverising equipment, carrying out screening (wet and dry) and mat rolling.
  - Organisation of all forerunner, homogeneity assessment, XRF and matrix analyses
  - Processing of results and taking appropriate action.
  - Running all aspects of Proficiency Tests, including sample preparation, invitation of participants, sample dispatch, collation of results, transcription checking of statistician's analyses and PT reports. Sending out reports to all participants.
  - Creation of Certificates of Analysis and carrying out detailed checking and records.
  - Creation of sachet, box, jar labels for new Reference Materials and carrying out appropriate checks.
  - Gain an effective technical understanding behind the theory of production and use of Reference Materials and be able to provide clear instruction to customers and respond to their technical questions.
  - Gain an effective technical understanding of the work that is carried out by our consulting statistician.
  - Learn how to carry out repetitive physical tasks such as sachet and jar filling and associated label production in order to gain an understanding of the difficulties and issues that arise for staff that do have this responsibility.
- Other tasks as assigned.

## 2. **General**

- To keep up to date on Group practices and policies.
- To remain current with all relevant legislation.
- To actively support company Health and Safety policies and standards.

## KEY BEHAVIOURS

### 1. **Customer Focus (Internal and External)**

Will include but not limited to:

- Focuses on exceeding customer expectations.
- To install and maintain an effective communication process throughout all technical areas of projects.
- Effective and timely Interdepartmental communication as and when required.

### 2. **Analysis and Problem Solving**

Will include but not limited to:

- Ensure detailed review and accurate analysis where required.
- Actively problem solves and come up with timely practical solutions.

### 3. **Take Initiative**

Will include but not limited to:

- Takes prompt action to reach objectives; takes action to achieve goals beyond what is required.
- Is proactive.
- Continually look at systems and processes to further reduce costs and constraints.

### 4. **Innovative**

Will include but not limited to:

- Generates innovative solutions; investigates different and new ways to deal with problems and opportunities.

### 5. **Respond to Direction, Flexible and Take Responsibility**

Will include but not limited to:

- Receives instructions and direction positively and professionally.
- Accepts responsibility and follows through on all tasks.

### 6. **Team Player**

Will include but not limited to:

- Supports and respects colleagues and maintains confidentiality and trust
- To foster an effective working relationship with all departments, contractors, suppliers and management.
- Actively participates as a member of a team to support the team towards meeting goals.
- To maintain consistency and professionalism when dealing with all staff

## **TECHNICAL COMPETENCIES**

- Demonstrated results and at least 5 years experience in laboratories in the gold mining or exploration industries.
- Management experience preferable
- Relevant tertiary qualification
- Excellent written communication skills – has the ability to express technical matters in simple language to customers with patience and clarity.
- Excellent MS Application skills – Word, Excel, Outlook etc
- Experience with accreditation for ISO/IEC 17025 would be an advantage
- Methodical and accurate

## **Other Requirements**

- Physically fit – would be required to lift bags weighing up to 25 kg
- Equally comfortable doing repetitive tasks or carrying out complex calculations or writing technical explanations.