Position Title: Senior Laboratory Technician

Reports To: Laboratory Lead

Team: Laboratory

Direct Reports: Laboratory Assistants

PURPOSE OF POSITION

The Senior Laboratory Technician (SLT) is responsible for the setup and delivery of assigned studies and plays a key role in the day-to-day operation of Linear's laboratory facility, supporting the Leads to ensure laboratory activities are well coordinated, and the laboratory is sufficiently staffed. Additionally, the SLT provides strong technical insights and expertise to the multifunctional project team; and is responsible for training and mentoring junior staff to perform all required laboratory activities across all Linear laboratory sites, or delegating such responsibilities, as required.

KEY RESPONSIBILITIES

Key Responsibilities:	What You Do:	Measures:
Laboratory Operations	• Support the Laboratory Leads with the successful coordination of day-to-day activities and rostering of staff. • Support the monitoring and management of all biological samples. • Monitor the consumption of laboratory consumables to minimise surplus. • When required, support the maintenance, service and calibration of technical laboratory equipment. • Purchase orders are accurately prepared to reflect the most cost efficient solution without compromising quality and overall project delivery. • Areas for reducing operating costs are identified and raised with the Laboratory Leadership team. • Supply usage and wastage is minimised. • Assist with other laboratory housekeeping tasks as necessary. • As required, undertake various other duties as directed.	• Successful coordination of laboratory activities. • Protocols, requirements, and company Standard Operation Procedures are followed and adhered to. • Feedback from internal and external stakeholders. • Communicates openly and honestly as an effective team player.

Study Support	● Appropriate knowledge and understanding of overall study milestones and objectives are maintained. ● Study preparation and documentation is completed in a timely manner prior to the commencement of a trial. ● Maintain a quality focus to ensure clinical trial documentation and processes are performed to a high standard. ● Support all laboratory staff to achieve study milestones.	● All milestones and study objectives are understood and delivered in accordance with protocol. ● All study documentation is accurately prepared and maintained. ● Feedback from internal and external stakeholders.
Systems and Processes	● Promote and use systems that drive Linear quality KPI's for the Laboratory Department. ● Promote and maintain a strong quality focus, with the aim of exceeding customer expectations. ● Participation in internal and external audits is provided willingly. ● Participation in training and development of self and others is provided willingly. ● Promote and maintain a safe environment with appropriate personal protective equipment used at all relevant times.	● Feedback from internal and external stakeholders. ● Successful and lasting relationships nurtured with stakeholders.
Leadership	● Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable team plans and identified projects, whilst maintaining a high level of service for business as usual activities. ● Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. ● Hold direct reports accountable to their responsibilities and results. ● Be a role model for effective and positive leadership which is ethical, results driven and future-oriented.	● Staff understand and embrace organisational culture, directions, goals and client service ethos. ● Staff are aware of their responsibilities and expectations in their roles. ● Staff feel supported and engaged.

	● Foster a culture of transparent, effective, timely and appropriate internal and external communication. ● Effectively manage change management processes, encouraging innovation, diversity a nd continuous improvement. ● Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.	
Health, Safety & Wellbeing	● Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. ● Identify and assess workplace hazards and apply hazard controls. ● Report every workplace injury, illness or near miss, no matter how insignificant they seem. Abide by ● Linear's policies and procedures.	● Responsibilities are embedded in work practices. ● Hazards are effectively managed or reported. ● Accidents and incidents are reported in a timely manner. ● All applicable safety policies and procedures are sought, understood and implemented

ESSENTIAL CRITERIA	
Qualifications:	Tertiary qualification in a science-related field
Essential Skills, Knowledge & Experience	• 3 years' experience working in a clinical trials or pathology laboratory. • Demonstrated experience working within standards, procedures and regulations relating to Good Clinical Practice, and ICH. • Knowledge and strong understanding of Good Clinical Practice. • Demonstrated ability to resolve problems, use initiative and prioritise workloads. • Self-motivated with the ability to work autonomously and within a team environment. • Excellent organisational skills with a strong attention to detail. • Strong time management skills with ability to manage multiple and competing deadlines. • Advanced communication skills (verbal and written). • Demonstrated ability to work within standards, procedures, and regulations. • Proven computer proficiency.

Approvals

Approved By:	Senior Laboratory Manager
Date Approved:	21 May 2025
Reviewed by People & Culture:	21 May 2025