	<b>Job Description Template</b>	<b>SHEQ-FRM-112</b>
	<b>Revision No:</b>	<b>1</b>
	<b>Effective Date:</b>	<b>February 2021</b>
	<b>Approved by:</b>	<b>MD</b>

## SENIOR LAB TECHNICIAN

### 1. Mission

The Senior Laboratory Technician will be responsible for conducting:


1. Sales support (Product comparison and formulation adjustments)
2. Product development and optimisation.
3. Raw material evaluation.
4. Tests related to Customer complaints.

He /She will be required to analyse test results and compile technical reports and present these reports for sign off.

### 2. Responsibilities

#### ▪ **Quality excellence achieved**


- Reviewing work instructions and S.O.P with the lab chemist/Technical manager
- Development of new test methods
- Product development & optimization
  - Support the monitoring of CRM & Ariscu as key sources for work to be planned and completed. Agree the priority of TSR, NC's with the team and plan the work.
  - Study the TSR and NC to plan the best test process to be implemented.
  - Where unclear, discuss with the originator, for clarity.
  - Report back in the daily morning meeting on progress, regarding the above.
  - Develop and agree new product formulations with R&D Chemist and perform accurate preparation of stabiliser either by powder blending or in the reactor. (This includes stoichiometric balancing).
  - Ensure the correct codes are used for the new test assembly.
  - Design test procedures to meet the test objective (both laboratory and production).
  - Test samples according to the generated TSR.
  - Adjusting stabiliser formulation to achieve the desired results.
  - Interpretation of data to determine if the objectives are met. (Rheology, SHS, extrusion etc.)
  - Attend production trials and monitor the process, for incorporation into final report back.
  - Generate relevant report.
  - Analyse customer feedback on product performance, to consider changes or improvements to stabilisers.
  - Generate the necessary report and present to the RD Chemist, Sales or Technical Team as required.
  - Update TSR for final sign off.
- Raw material evaluation
  - Identifying the ideal stabiliser for the evaluation.
  - Determining the ideal test formulation for the evaluation.
  - Accurate preparation and testing of samples.
  - Interpretation of test data.
  - Generate the report for presentation.
  - Advise on material handling and storage requirements.
- Customer complaint analysis
  - Support the monitoring of Ariscu for NC's and Customer complaints.
  - Agree priority with Team and plan work.
  - Reviewing the QC data related the complaint sample.
  - Accurate testing of the complaint sample against the standard
  - Interpretation of test data and report generation.
- Sales support
  - Support the monitoring of CRM and Ariscu, for TSR's and NC's, respectively.

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- Study the TSR/NC and perform the relevant test work or stabiliser adjustments.
- Generate the relevant report making the necessary recommendations on new formulations, modified formulations, or feedback on the complaint, as applicable.
- Present the report for final approval.
- Load report into CRM or Ariscu as applicable
- **Technical reports**
  - Making presentations to the Technical manager and R&D Chemist.
  - Interpret, report, and keep an accurate record of all Laboratory documentations. Load into the relevant database (CRM or Ariscu)
  - Keeping track of all external tests conducted by SAK, SAA and other external laboratories. Load into the relevant database (CRM or Ariscu)
- **Cost Leadership**
  - Keeping stock of:
    - Competitor sample.
    - Reagents.
    - Raw material submitted for evaluation.
    - Keeping stock of instruments and machine spares.
    - Monitor shelf life.
- **Efficient delivery and zero defect**
  - Asset Management
    - Drive 5S in the laboratory.
    - Visual Inspection of Equipment for any defects and breakdowns.
    - Manage the annual calibration schedule.
    - Manage the Shopware maintenance schedule. Update Shopware checks and tests.
    - Troubleshooting on instrument errors.
- **Reputation, SHEQ, Corporate Governance and Legal**
  - Good housekeeping.
  - Attending daily lab meetings
  - Reporting of incidents and accidents to the Lab Chemist or Technical Manager.
  - Abide by the Safety, Health and Quality rules, regulations, guidelines, and requirements.
- **Leadership and Moral**
  - Training lab technicians on new lab test methods.

### 3. Education, Competences & Experiences

- **Education**
  - Minimum: Diploma /Degree Polymer Technology or Polymer Science.
  - Ideal: Btech Polymer Technology.
- **Skills / Key Competencies and behavioural requirements**
  - PC Skills.
  - Analytical skills.
  - Accuracy of report writing.
  - Problem solving.
  - Team player (in cases to work outside of your area of control).
  - Attention to detail.
  - Honesty.
  - Time Keeping.
- **Experiences and Knowledge**
  - Minimum:**
    - Basic MS Office.

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- SHEQ related training and induction.
- Handling of Dangerous Goods (Hazchem).
- PVC and Raw Material Knowledge.
- PVC formulations and testing methods.
- Polymer processing techniques.
- Experience working in a polymer testing lab (Ideally PVC).
- Understanding the components of stabiliser additives (Co-stabiliser and lubricants etc.).
- Understanding the PVC stabilisers requirements for various applications (Rigid, Cable, Fittings).
- 3 Years Laboratory testing experience required.
- 3 Years Good Laboratory Practice experience required.
- 2 Years Product development experience required.
- 1 Year PVC extrusion formulations (PVC-m, PVC-u, Etc.) experience required.

**Ideal:**

- Understanding of Characterization techniques such as XRF, FTIR, DSC, TGA.
- 1 Year Industrial PVC processing and testing experience required.
- 3 Years practical experience with PVC stabilisers including lead, Ca/Zn, Organic, Tin or LMM experience required.

**4. Organizational links:**

- The incumbent will report to the R&D Chemist of Sun Ace South Africa (SASA). Other key stakeholders for the Senior Laboratory Technician are, Technical Manager, Laboratory Technicians and Group Business Development Director.

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