

Technical Coordinator Position Description

POSITION DETAILS					
Position Title	Technical Coordinator				
Department	Nursery				
Reports to	Technical Specialist				
Job Band	L3 (Nursery Award)				
Location	Pakenham, VIC				
Incumbent	Vacant	Date		Signature	
Prepared by	Daniel Van der Veen, Nursery Operations Manager	Date	29/07/25	Signature	<i>DvdVeen</i>
Approved by Manager	Marius Boarta, Nursery Operations Director	Date	30.07.2025	Signature	<i>Marius Boarta</i>
Direct Reports (Titles)	Laboratory Assistants (Media)				
POSITION SUMMARY					
<p>This role drives technical innovation and process improvement through structured experimentation and reporting. It also supports efficient tissue culture lab operations by coordinating equipment maintenance, managing inventory and procurement, and contributing to cost-reduction and automation initiatives. The role is hands-on and includes regular laboratory work such as preparing media, collecting initiations and performing transfers to support both research trials and production needs. The position reports to the Technical Specialist and works closely with the wider team to optimise production while upholding the lab's values of precision, accountability, innovation, and collaboration.</p>					
KEY LIASONS					
Internal	Nursery Operations Manager, Laboratory Team, Nursery Team				
External	Procurement & Maintenance Contractors				
KEY RESULT AREAS AND PERFORMANCE TARGETS					
Key Result Areas	Objectives		Key Performance Indicator(s)		
Conduct trials to reduce costs, improve berry multiplication rates and	<ul style="list-style-type: none"> Conduct hands-on trials aimed at improving on-boarding of new genetics, shoot multiplication and plant quality across all berry types. Assist the Technical Specialist with lab work as required 				

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reduce contamination	<ul style="list-style-type: none"> Identify high-cost steps within the process and design trial modifications aimed at reducing overall costs. Maintain detailed trial plans, timelines and parameters for traceability. Submit data-driven trial reports with clear conclusions and recommendations. Collaborate with QA and Production teams to validate trial outcomes and assess implementation feasibility. 	
Plan and co-ordinate all non-commercial, R&D and trials use.	<ul style="list-style-type: none"> Plan and coordinate non-commercial media in alignment with trial schedules. Maintain accurate records of media formulations, batches and uses. Ensure quality and sterility of media for all small-scale experimental trials Prepare media volumes under 10L and coordinate with media kitchen team for autoclaving. 	
Trial automation and new technologies; report findings for process improvement.	<ul style="list-style-type: none"> Identify and prioritise automation tools relevant to tissue culture operations. Independently set up, conduct and monitor small-scale validation trials for new technologies. Record trial outcomes using quantitative and qualitative metrics. Prepare and submit comprehensive reports outlining results, ROI potential, and scalability. Liaise with suppliers or tech partners to support trials and troubleshoot during execution. 	
Cross-Team Collaboration	<ul style="list-style-type: none"> Liaise with QA, Initiation, Production, and Supervisors for scheduling and coordination. Communicate issues, needs, and constraints proactively. Participate in planning for initiation transfers and media schedules. 	
Safety, Environmental & Quality	<ul style="list-style-type: none"> Ensure compliance with internal Safety policies and procedures and participate in department related incident investigation and risk management activities. Maintain the buildings, plant and equipment to a safe working standard at all times. Ensure timely reporting of workplace incidents and hazards and participate in any incident investigation processes. Carry out TC related safety initiatives such as Job Safety Observation, drafting of Standard or Safe Operating Procedures or related. Ensure all laboratory assistant staff are trained and have awareness of lab safety rules and protocols. 	<ul style="list-style-type: none"> Zero LTI's Achievement of Laboratory leading and lagging targets.
QUALITY & INNOVATION		
<ul style="list-style-type: none"> Ensure the standard operating procedures for critical process are implemented and maintained. Ensure management information and accounting records are correctly maintained in accordance with Company procedural requirements. Contribute, share and communicate to foster teamwork. 		

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- Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities.

WH&S

All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:

- Follow all Workplace Health and Safety policies and procedures at all times.
- Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times.
- Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise.
- Work with a "safety mind" and will not carry out any activity unless confident that they have sufficient knowledge to do so safely. If the incumbent is in any doubt as to the safety of the activity and / or process, he / she will stop and seek guidance from a qualified person.
- Report any safety hazards to the relevant supervisor / manager.

EMPLOYEE RIGHTS & RESPONSIBILITIES

The incumbent has an obligation to uphold the following principles:

- Everyone at shall treat each other with mutual respect and trust.
- All employees should have the right to be treated fairly and with proper courtesy.
- All employees should feel confident that they are working in a workplace free of harassment.
- Abide by equal opportunity and anti-discrimination policies and principles.
- Take the time to listen to and respect the views of others.
- Encourage and support others in the workplace.
- Accept responsibility for my actions.
- Accept and provide constructive feedback.

KEY JOB COMPETENCIES / SELECTION CRITERIA

RATING

Tertiary Qualifications: Bachelor's degree in science or equivalent necessary

Important

Experience: Possess 2 years' experience working in a tissue culture or related laboratory environment

Important

Technical Aptitude in Media Preparation and Lab Workflows: Strong practical knowledge of media preparation, sterilisation and washing workflows in a lab environment.

Important

Attention to Detail: High levels of attention to detail, quality and accuracy in all aspects of work.

Important

Communication & Team Coordination: Strong communication and coordination skills, with the ability to work collaboratively across teams, convey technical information clearly and support day to day operations.

Important

Laboratory Equipment Knowledge and maintenance: Sound understanding of laboratory equipment functionality, with the ability to

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conduct and coordinate routine maintenance to ensure operational reliability and minimise downtime.	
Data and inventory tracking: Proficiency in using basic Excel to track data and manage inventory levels accurately, supporting informed decision-making and operational planning.	Important
Psychological Hazards: Proficiency in cultivating a cohesive team culture aimed at implementing support structures to safeguard the well-being of lab staff	Important
Leadership: Ability to apply effectively lead small teams to achieve goals and objectives.	Important