

# Role Description

## General information

<b>Title:</b>	Seed Analyst	<b>Classification:</b>	TGO1		
<b>Division:</b>	SARDI	<b>Branch:</b>	Research Support	<b>Business Unit:</b>	Seed Services
<b>Type of appointment:</b>	Term Contract	<b>Hours of duty:</b>	37.5 hours per week	<b>Location</b> :	Waite Campus, Urrbrae

## About us

South Australia is internationally recognised for the quality of its agriculture, food and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

## Purpose

The seed testing laboratory is a critical service within Seed Services Australia, offering a wide range of tests and services that add value to seed for sale locally, interstate and internationally. The seed testing laboratory is a member of the International Seed Testing Association (ISTA) and is accredited to their exacting technical standards. This accreditation is essential for Seed Services Australia to meet its client's needs for official documentation for seed being traded internationally. Seed Services Australia is an essential part of the food-supply chain and food industry. The position of Seed Analyst is within the Seed Services unit.

The Seed Analyst assists senior technical staff to provide a range of seed testing services to its clients, enabling them to effectively market their products in both the domestic and international seed markets, including:

- Seed certification systems to maintain the varietal identity of plant cultivars
- Seed testing to assess aspects of physical seed quality
- Provision of official documentation and assistance to enable specific international market access
- Seed-related technical training

The primary purpose of the role is to deliver services including maintaining database and laboratory information. The role will involve processing laboratory samples and delivering informative and accurate results to clients, ensuring that testing adheres to specification and timelines, processing customer enquiries and ensuring that test samples are conducted in accordance with established laboratory methods for purity, germination planting / assessment and seed identification. The role will involve achieving and maintaining a high level of technical expertise, working as an effective and supportive team member, producing a high level of accuracy in a high-pressure workplace, commitment to quality aims and principles as well as accreditation standards, and ensuring continuous improvement in all aspects of laboratory practice.

## Key Accountabilities

- Maintaining accurate database testing information
- Processing laboratory samples to meet timelines and delivering informative and accurate results to clients while adhering to ISTA and other accreditation specifications
- Collecting and collating laboratory and administrative documents to the standard set by Seed Services. Ensure customers are satisfied with the service provided and process any customer enquiries in a polite, respectful and timely manner.
- Reporting accidents and incidents appropriately, maintaining a high standard of hygiene in the laboratory and work areas and adhering to all Work, Health and Safety policies and procedures.
- Contribute to whole-of-agency working groups developing PIRSA policy responses to significant and emerging issues as required.
- Ensuring that Standard Operating Procedures (SOPs) for handling chemically treated

# Role Description

	samples / chemicals are followed and reviewed appropriately.
<b>Key Deliverables / Results</b>	
<ul style="list-style-type: none"> <li>Develop and maintain sound theoretical and practical knowledge in all aspects of seed testing.</li> <li>Apply the requirements of ISTA and Laboratory Accreditation systems to all aspects of seed testing and laboratory practice.</li> <li>Develops and maintains personal and professional competence with requirements of the Laboratory Quality System in all aspects of laboratory practice.</li> <li>High standards of cleanliness and hygiene are maintained in the germination laboratory and related work areas; including laboratory equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Tested seed samples are accurately filed in the cool storage barn.</li> <li>Data entry of seed samples is undertaken as directed.</li> <li>Documentation, samples and results are recorded, filed and managed according to established processes and guidelines.</li> <li>Client enquiries are handled in a polite, respectful and timely manner</li> </ul>
<b>Relationships</b>	
<ul style="list-style-type: none"> <li>Reports to the Manager, Seed Services</li> <li>Closely liaises with the Supervising Seed Analyst, other Seed Analysts and Seeds Administrative Staff.</li> <li>Maintains strong working relationships with national and international seed testing laboratories and authorisation bodies e.g. International Seed Testing Association (ISTA)</li> </ul>	<ul style="list-style-type: none"> <li>Maintains close communication with key customer sectors of the business including seed production and/or marketing companies, export traders and domestic seed merchants</li> <li>Liaises with other relevant State and Federal Government agencies, such as; Agriculture &amp; Fisheries, in particular its Biosecurity and Animal, Plants and Pests areas.</li> </ul>
<b>Requirements</b>	
<ul style="list-style-type: none"> <li>Possession of a current driver's licence and a willingness to drive.</li> <li>Out of hours work may be required, with some overtime required including weekends from January to July and at other heavy workload periods.</li> <li>The position is based at the Plant Research Centre, Urrbrae, but may be required to move elsewhere in the Adelaide Metropolitan area.</li> <li>The incumbent will be required to participate in the internal and external training programs</li> <li>You acknowledge your <a href="#">work, health and safety obligations</a> and <a href="#">our expectations</a></li> </ul>	<b>Qualifications</b>
	<ul style="list-style-type: none"> <li>Essential: Technical qualification of TGO-01 level and above</li> <li>Desirable: Experience in operating to ISTA Accreditation standards and/or Australian Industry requirements, in relation to seed testing.</li> </ul>

## Capabilities

Capability	Behaviours
<b>Professional &amp; Technical Knowledge</b> Demonstrates a fundamental knowledge in key areas of professional/technical	<ul style="list-style-type: none"> <li>Demonstrates a thorough knowledge of the software relevant to the position.</li> <li>Demonstrates a good understanding of the principles of seed analysis</li> <li>Develops and maintains personal and professional competence in all aspects of seed analysis, to ISTA Accreditation standards / Australian</li> </ul>

# Role Description

competence relevant to the role; keeps up to date with relevant changes in technical knowledge relevant to the role.	<p>Industry requirements in relation to purity and germination testing, ideally with previous experience working to those standards in a similar setting</p> <ul style="list-style-type: none"> <li>• Develops and maintains personal and professional competence with requirements of the Laboratory Quality System in all aspects of laboratory practice</li> <li>• Contributes to the culture of continuous improvement in the seed testing service</li> <li>• Develops and maintains a professional approach to duties and actively work to maintain and further build the reputation of the organisation</li> </ul>
<p><b>Teamwork/Team Building</b></p> <p>Works cooperatively with others formally and informally in teams.</p>	<ul style="list-style-type: none"> <li>• Responds to requests for action with a positive attitude</li> <li>• Works effectively in a team environment</li> <li>• Seeks and uses the input and expertise of others.</li> <li>• Forms collaborative working relationships with colleagues.</li> <li>• Seeks to understand the viewpoint of others; asks questions to clarify meaning where necessary, and conveys to the other party just what they have understood</li> </ul>
<p><b>Tolerance for Routine</b></p> <p>Perseveres with routine and repetitive tasks, even when they make up 100% of the work; maintains quality work of work throughout, paying attention to detail; continuously reviews routines to ensure they still meet the needs of the organization</p>	<ul style="list-style-type: none"> <li>• Remains focused with repetitive workloads.</li> <li>• Possesses a high level of self-motivation.</li> <li>• Is vigilant about the quality of work.</li> </ul>
<p><b>Customer Orientation</b></p> <p>Knows who internal and external customers/stakeholders are; focuses effort on meeting customers stated needs.</p>	<ul style="list-style-type: none"> <li>• Responds promptly to the needs of customers/stakeholders even when under pressure</li> <li>• Maintains clear and appropriate communication with the customer/stakeholder at all times.</li> </ul>

<b>HRMS No:</b>	Various position numbers with same role	<b>ANZCO Code:</b>		<b>Objective ID:</b>	
<b>Delegate Approval:</b>	General Manager, Research Support			<b>Date:</b>	15/12/2022
<b>Approved and Classified by People and</b>	19/12/2022				

Updated on 28 May 2026



# Role Description

**Culture:**