

Laboratory Manager

Function:	Manage the EIT Laboratory
Reports to:	Assistant Head of School, Viticulture and Wine Science
Location:	Hawke's Bay Campus
Arrangement:	Permanent, Full Time (37.5 hours per week)
Date:	September 2026

Pūtake | Purpose

The Laboratory Manager provides leadership, coordination, and operational management of the Viticulture and Wine laboratories and associated facilities. The role ensures effective delivery of technical services, supports teaching, learning and research activities, maintains compliance with laboratory and hazardous substances legislation, and promotes a safe, efficient and customer-focused laboratory environment.

Ngā Whanaungatanga | Working Relationships

Internal:	• Head of School and Assistant Head of School, Viticulture and Wine • Academic staff • Laboratory and Winery Technicians • Faculty Administration staff • Research staff • Tutorial staff • Students • Health and Safety personnel • Other EIT staff
External:	• Ministry of Business, Innovation and Employment • Suppliers and service providers • Industry partners • External contractors • Regulatory authorities

Mana Whakahaere | Resource Delegations

Financial:	Purchase approved laboratory consumables, equipment, teaching re/sources and operational supplies within delegated budget limits. Monitoring and reporting on laboratory expenditure and stock control.
People:	Day-to-day leadership, coordination and supervision of laboratory technicians and laboratory users.

- Provision of laboratory training, guidance and compliance oversight.

Kawenga Mahi | Accountabilities

Technical Support and Operational Delivery

- Maintain laboratory facilities, equipment, resources and associated teaching spaces.
- Prepare laboratory practicals and resources in consultation with teaching staff.
- Provide technical expertise to teaching, learning and research activities.
- Contribute to laboratory classes and demonstrations as required.
- Develop and improve laboratory teaching resources and procedures.
- Provide technical assistance across other areas of the School and institute as appropriate.
- Maintaining industry relationships and assisting with requirements.

Laboratory Management

- Manage daily laboratory operations and technical services.
- Maintain laboratory access control systems and authorised user processes.
- Coordinate laboratory bookings and resource scheduling.
- Manage maintenance, servicing, calibration and certification of equipment.
- Identify and plan future equipment and resource requirements.

Health, Safety and Compliance

- Act as the designated Laboratory Manager under relevant hazardous substances legislation.
- Ensure laboratory operations comply with all health, safety and environmental requirements.
- Maintain and implement laboratory emergency response procedures.
- Provide training and information regarding safe handling, storage and disposal of hazardous substances.
- Monitor compliance and promote a positive safety culture.

Hazardous Substances Management

- Ensure hazardous substances are stored and managed in accordance with legislation and approved codes of practice.
- Maintain chemical inventories and databases.
- Manage Safety Data Sheets (SDS) and laboratory compliance documentation.
- Ensure appropriate signage and disposal procedures are maintained.

Administration and Resource Management

- Manage purchasing processes, stock control and inventory management.
- Maintain laboratory consumables and operational supplies.

- Support administration of residential schools and programme activities.
- Assist with monitoring budgets, expenditure and resource utilisation.
- Process and authorise invoices within delegated authority.

Customer Service and Stakeholder Engagement

- Provide high-quality advice and assistance to staff, students and external stakeholders.
- Respond to information requests in a timely and professional manner.
- Support promotional and marketing activities for the School.
- Represent EIT professionally and positively at all times.

Continuous Improvement

- Contribute to quality management systems and continuous improvement initiatives.
- Participate in professional development activities.
- Establish effective working relationships with colleagues and stakeholders.
- Participate in annual planning, performance and development processes.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Essential

- Relevant tertiary qualification in science, applied science, laboratory science or a related discipline.
- Demonstrated experience in laboratory operations and management.

- Knowledge of hazardous substances legislation and laboratory safety practices.
- Experience maintaining laboratory compliance systems and documentation.
- Ability to supervise, guide and support technical staff.
- Strong verbal, written and interpersonal communication skills.
- Experience using Microsoft Office applications and laboratory databases.
- Strong organisational, administrative and time management skills.
- Ability to manage competing priorities, budgets and deadlines.
- Commitment to quality assurance, health and safety, and customer service.
- Current full driver's license.

Desirable

- Qualifications and/or experience in microbiology, biochemistry, analytical chemistry, viticulture, wine science or related disciplines.
- Current First Aid Certificate.
- Experience within tertiary education, research or vocational training environments.

Personal Attributes

- Demonstrates integrity, professionalism and sound judgement.
- Collaborative and supportive team member.
- Proactive, self-motivated and solution-focused.
- Adaptable, resilient and approachable.
- Maintains confidentiality and acts with discretion.
- Committed to continuous improvement and lifelong learning

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the ora of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
Document Number	HG184
Executive	People and Culture Manager
Owner	People and Culture Manager
Developer	People and Culture Advisor
Review Frequency	12
Last Review	19/02/2026
Next Review	19/02/2027