

Laboratory Technician (Science)

Kaupapa | Purpose

- To create a positive and supportive environment for the teaching staff of the Centre of Science and Primary Industries, by ensuring they have the materials and the equipment they require to carry out their lectures and practical sessions
- To fulfil necessary administrative, laboratory and simulation obligations
- Technical responsibility for science laboratory set up
- To assist tutorial staff in with teaching resources through the use of laboratory activities
- To fulfil the necessary responsibilities associated with the Laboratory Manager designation as described in the Health and Safety at Work (Hazardous Substances) Regulations 2017, for relevant Science laboratory/laboratories

Reports to: Team Manager - Science

Team: Applied Science

Location: Hamilton city campus

Remuneration: \$59,700 - \$74,600 (IEA remuneration band 3)

Date: August 2024

Ngā Hononga Mahi | Working relationships

Internal: Academic Staff, Administration Staff, Team Managers/Team Leaders/Coordinators

External: Students, Business/Industry/Community

Resource delegations and responsibilities:

Financial: Nil

People: Nil

Ngā mahi | Do

- To assist tutorial staff in with teaching resources through the use of laboratory activities.
- Support daily operations of the laboratory to include scheduling, orientation of staff and students.
- Troubleshoot equipment failures and initiate work orders.

- Manage specialist equipment and lab supplies.
- Conduct maintenance plans and reports as appropriate.
- Maintain professional development by keeping updated on simulation technology, simulation related competencies, participating in simulation education, research and assisting with workshops and tours.
- Keep equipment records and other inventories of consumables and minor items, stocktaking and ordering materials and equipment as required.
- Stock inventories are kept up-to-date and materials ordered when required.
- Develop annual orders.
- Set up equipment for the use of students (preparation of reagent solutions, materials, specimens etc., for classes and organising photocopying of printed instructions) and doing any necessary adjustments, calibrations or checking to ensure it functions as required.
- Organising repair of equipment as necessary.
- Equipment will be available and in working order for timetabled practicals.
- Classes function smoothly and safely with accurate prepared reagents and materials.
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.

Health, Safety and Wellbeing

- Staff in the area of responsibility are involved in the hazard management process.
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.
- Significant and new hazards in the area of responsibility are identified, controlled, documented and reviewed annually with reference to the Hazard Management Policy.
- Health and Safety Induction, work specific training and required certification is identified and completed.
- Work and study accidents and incidents are reported as soon as possible after occurrence and investigation reports and recommendations are undertaken to prevent recurrence.
- Emergency management information is known and participation in emergency procedures occurs.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities.
- Follows all Wintec policies and procedures and legislative obligations.
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).
- Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate manner.

- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

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 | Have

Education/training

- Relevant tertiary qualification in science or laboratory qualification.
- Has completed Hazardous Substance training and holds a Certified Handler Certificate (and maintained by attending refresher training events) OR, understands hazardous substances and is pre Knowledge of health and safety issues.

Experience

- Knowledge and experience of relevant laboratory experience.
- Previous experience holding a Laboratory Manager designation as described in the Health and Safety at Work (Hazardous Substances) Regulations 2017 would be advantageous. pared to undergo training to develop knowledge and certification.
- Knowledge and skills to handle and dispose of the substances used.
- Familiarity with laboratory learning environments.
- Highly organised and very good at planning.
- Able to exercise judgement in problem solving.
- Have the ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Highly developed interpersonal and relationship skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Proactive and responsive Customer Service attitude with a focus on internal and external customer needs.