

Job Description

Position: Science Laboratory Technician

Date: November 2023

Reports to: Academic Portfolio Manager

Te Tirohanga Whakamua; Our Vision:

To be the skills engine driving the economic and social development of the Central North Island.

Nga Whāinga; Our Goals:

- Partnerships that make a difference
- An Institution for the 21st Century
- All our people are equipped for the new world
- Global outreach and globalization

Nga Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa whakaaro
- Agility – Kia kakamā

Purpose of the Position:

To assist the lecturers to provide high quality delivery of subjects or units of learning as required of the programme and defined by the curriculum. To ensure our ākonga|students can succeed academically in a safe, healthy and supportive learning environment. To additionally provide such support duties as required to maintain the effective running of the course, the Faculty and UCOL.

Responsible for:

- No direct reports

Internal Relationships:

- Executive Deans
- Faculty Administrators
- Own team

External Relationships:

- As directed by Academic Portfolio Manager

Key Result Areas

Key Performance Indicator (KPI) 1 – Resource Use

Development of appropriate resources for the delivery of the learning outcomes of the curriculum and support the development of activities which enhance learning opportunities.

What will I be doing?	How will I know I am doing it well?
Source the required resources	Resources are sourced in a timely and cost effective manner
Set up and put away the materials required for the course/s as required by the lecturers and the curriculum	The materials required for the course are set up appropriately and in time for ākongā/students who are attending classes; the materials are then put away in a timely manner so as to not disrupt any following classes
Ensure that resources are appropriately named, maintained and stored	Maintenance schedules are maintained to ensure that the resources are of a good standard and quality, and are appropriately named and stored
Assist students in location, use, and care of resources as appropriate	Students are aware of where the resources are located, and have received training and /or guidance, in a timely manner, in the safe use and care of the resources. The incumbent makes themselves available to the students for further guidance if necessary.

Key Performance Indicator (KPI) 2 – Student focus

Maintain an ākongā | student focus/availability to students.

What will I be doing?	How will I know I am doing it well?
Assist students in the safe use of equipment in the laboratories	Student laboratories will run safety, effectively and efficiently
Maintain a client orientation towards students	
Maintain professionalism at all times	
Support the use of new technology related to delivery	Successful implementation of new technology
Suggest new activities as appropriate	Activities are used safely in the laboratories

Key Performance Indicator 3 – Pastoral Care

Ensure delivery and support of ākongā | students meets the organisations obligations under The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (The Code).

What will I be doing?	How will I know I am doing it well?
Ensure the teaching environment supports the wellbeing and safety of learners.	Interactions with learners is professional and supportive.
Work alongside other internal departments to effectively refer students to the appropriate support service as required	Where required, ākongā are referred to other internal services (Raukura and/or Student Success)
Attend training, as required, in relation to The Code, including but not limited to: Te Tiriti o Waitangi	Training engagement is genuine and ways of working are adjusted to incorporate the course outcomes.

Understanding diverse learners and appropriate cultural competencies Incident reporting Violence prevention and response Privacy and safe handling of personal information Referral pathways and escalation procedures Wellbeing and safety awareness	
--	--

Key Performance Indicator (KPI) 3 – Faculty Administration

Maintain administrative systems to meet faculty requirements and ensure high quality standards.

What will I be doing?	How will I know I am doing it well?
Operate existing UCOL and faculty systems efficiently and create own systems as required	Systems are operated safely and efficiently
Support the safe and effective running of UCOL and the Faculty as appropriate, including representing the faculty as required	Support provided as required

Key Performance Indicator (KPI) 4 – Health and Safety

As an employee, under the Health & Safety at Work Act 2015, you are deemed to be a “Worker” and are responsible for the practical implementation of the systems and processes established to protect your health, safety and wellbeing while not endangering others. As an employee of UCOL, employees must ensure that they comply with UCOL’s Health and Safety Policies, Procedures, and any Standard Operating Procedures along with any relevant Legislation or Industry Standards, which apply to the delivery of their tasks or are required by their Faculty or Department.

What will I be doing?	How will I know I am doing it well?
Undertake your work safely and do not participate in activities that may place yourself and others in danger or at risk.	Nothing that the incumbent does or doesn’t do results in others being put in danger or risk or harmed.
Comply with all health and safety information, instruction, training, and supervision.	You actively participate in any health and safety training appropriate to the role, and will at all times comply with health and safety policies, procedures and standards.
Report any health and safety hazards, incidents, and near misses accurately and in a timely manner to your Line Manager and enter into the electronic health and safety management system (Vault).	All health and safety hazards, incidents, and near misses are required to be entered into the health and safety management system immediately. If this cannot be done immediately, it must be done as soon as practicable after the hazard, incident, near miss occurred. Serious incidents and hazards should also be reported immediately to the Line Manager and verbally to your Senior Manager and entered into the health and safety management system.
Comply with all requirements of return to work or rehabilitation plans.	You will comply with all of the requirements of a return to work or rehabilitation plan to ensure that they return to work in a sensible, healthy, and safe way.

Report any faults or issues relating to health and safety into the Vault, Health & Safety Management system and ensure that your Line Manager is kept fully informed of any issues.	Any faults or issues relating to health and safety need to be reported to your Line Manager and/or to the Health and Safety team immediately. If this cannot be done immediately, it must be done as soon as practicable after becoming aware of the fault or issues.
---	---

To be successful we need to work as a team, so the responsibilities set out in this job description are not exhaustive. As a result, after mutual agreement, we may require you to undertake other reasonable tasks as required, which are within the ability of the jobholder.

Core Competencies – compressed version

Tangata Tiriti – how we embrace culture.

- **Engagement** - establish and maintain effective professional relationships focussed on the learning and wellbeing of our ākonga and staff, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of Te Tiriti o Waitangi / the Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL.

Please note, the list below is a condensed version of the behaviours and practices; for descriptors of each behaviour, please refer to 'Staff Competencies' on our website or the Teams Portal.

Professional behaviours – how we behave at work.

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/ Zero Harm Attitude
- Self-Insight
- High Emotional Intelligence
- Shows initiative
- Ethics and integrity
- Personal responsibility

Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus
- Digital competence / IT literacy
 - Information
 - Communication
 - Innovative
 - Safety
 - Problem-solving

Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Building relationships
- Strategic agility
- Values diversity
- Collaboration
- Keeps student focus

Qualifications and/or Skills:

- A practical science based qualification.

Personal Characteristics/Attributes:

- Technical competence in microbiology field
- Ability to work effectively both independently and as part of a team
- Effective time management skills and the ability to meet deadlines
- Proven attention to detail, and resolve to “get it right” the first time
- Proven ability to problem solve and seek alternative solutions
- Understands the importance of confidentiality, professionalism and integrity

Other Requirements:

- Must have a full driver’s licence.
- Pre-employment Criminal Convictions Checks (NZ Police Vetting) check
- Clean from the influences of drugs and alcohol in the workplace at all times.

We aim for a “can-do!” attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, after mutual agreement, as we adapt to change and keep striving to deliver all that we can for our students.