

Technician, School of Health and Sport Science

Kaupapa | Purpose

To facilitate the smooth running of the School in area of technical support for Tutors, Students and Faculty staff, through maintaining teaching resources and materials and equipment, including building, ordering, and purchasing.

To enhance the student learning experience in practical teaching environments, in their area of responsibility.

Reports to: Assistant Head of School, Health and Sport Science

Team: School of Health and Sport Science, EIT | Te Pūkenga

Remuneration: Allied, Grade 3 Salary Scale

Date: June 2024

Ngā Hononga Mahi | Working relationships

Internal: Students, tutors/lecturers, learning facilitators, facilities manager and staff, other EIT schools and staff

External: Cleaners

Resource delegations and responsibilities:

Financial: None

People: None

Ngā mahi | Do

Administration

- Meet Finance requirements for invoicing, provision of purchase receipts and approval of payments
- Administer and monitor technician budget
- Maintain physical and electronic filing systems for suppliers, equipment, and trades people.
- Pick up and deliver materials and equipment

Stock Control

- Liaise with Programme Coordinators to maintain programme expenditure on stock within agreed budgets
- Order goods as required, as per specifications given by tutorial staff.
- Load costings of inwards goods onto computer system, using current software as required
- Allocate consumable costs to appropriate programmes
- Maintain maximum/minimum levels of basic stock items
- Coordinate and implement annual stock take

Facilities and Equipment Cleaning and Maintenance

- Clinic set up and organisation - on and off campus - full-time and part-time courses
- Maintain safe, clean work environment and keep laboratories and clinics up to OSH standards
- Maintain an inventory of all small equipment (unit, date, cost, asset number)
- Check capital items annually against Finance printouts
- Organise periodic cleaning of all laboratory and clinic facilities.
- Maintain and develop equipment
- Liaise with service agents for repairs and maintenance of equipment and fittings

General

- Ensure the philosophy and procedures of Quality Management are reflected in activities undertaken.
- Comply with EIT policies and procedures
- Attend faculty meetings and other institute meetings as requested
- Develop positive and constructive working relationships with colleagues across all campuses.
- Assist with preparation for graduations and other events as required
- Review own job description annually with reporting manager and work through coaching and appraisal process
- Attend relevant courses to update skills where required
- 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 position 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 | Have

- Relevant hairdressing OR beauty therapy qualification **an advantage**
- Knowledge of equipment/products related to hairdressing and beauty therapy **an advantage**
- Ability to maintain technician records and files **essential**
- An understanding of stocktaking procedures **essential**
- Understanding of and commitment to Health and Safety standards **essential**
- Word processing skills **desired**
- Well developed oral, written and interpersonal skills **essential**
- Proven ability to plan and meet deadlines/budgets **essential**
- Good time management, organisational and administrative skills **essential**
- Ability to order and organise materials **essential**
- Marketing and promotional skills **an advantage**
- Ability to work well in a team environment
- Ability to handle confidential matters sensitively
- Ability to work to deadlines
- An understanding an appreciation of customer service and a commitment to providing a quality service

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiaro-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.