

Laboratory Technician

Kaupapa | Purpose

Scope: To facilitate the smooth running of the Laboratory by supporting the Lab Manager to provide the school staff and students with technical assistance in a range of horticulture and wine areas.

Maintenance and development of teaching resources, materials and equipment including ordering, purchasing, researching.

To provide chemical analysis and oversight related to research projects undertaken by staff and students of the School of Primary Industries & Viticulture and Wine, using analytical instruments and including facilitating new analytical methods. Note: There will be 8 weeks of concentrated work during residential schools.

Reports to: Laboratory Manager

Team: EIT | Te Pūkenga team, School of Primary Industries, Vit & Wine

Location: Taradale Campus

Remuneration: \$

Date:

Ngā Hononga Mahi | Working relationships

Internal: Dean, Head of School, Laboratory Manager, Staff of School, Faculty Administration, Manager, Other Faculty members, Other EIT technicians and allied staff, Cleaners

Ngā mahi | Do

Technical support

- Prepare and supervise the use of laboratory equipment for teaching purposes
- Assist staff and students conducting research as required
- Assist the development of laboratory teaching programmes
- Ensure data is of appropriate quality needed for scientific journal publication
- Keep appropriate records for all activities
- Report research outputs in a timely manner to the relevant researcher and research manager
- Provide technical assistance in other areas of the school and campus as required
- Provide organic material as needed for lab sessions. This could include growing appropriate seedlings
- Develop and maintain relationships with other labs/ research organisations undertaking similar activities.

Analysis/Research support

- Assist as required to facilitate the introduction of new analytical methods as needed for research projects
- Develop methods, set up, calibrate and undertake laboratory analyses and allied testing as required for staff research as well as undergraduate student research projects
- Support student projects. This could include modelling analysis techniques and initial supervision to assist academic staff.

Administration

- Maintain physical and electronic filing systems for suppliers, equipment, and trades people.
- Maintain technician notes to accompany teaching programmes

Stock Control

- Order goods as required as per specifications given by tutorial staff.
- Maintain maximum/minimum levels of basic stock items
- Assist in annual stock take

Facilities and Equipment Cleaning and Maintenance

- Maintain safe, clean work environment and keep laboratory up to required legal standards
- Assist in maintenance and calibration of laboratory equipment
- Advise laboratory manager of necessary repairs and maintenance of equipment and fittings

General

- Ensure the philosophy and procedures of Quality Management are reflected in activities undertaken.
- Operate EIT policies and procedures as appropriate
- Attend faculty meetings and other institute meetings as appropriate
- Develop positive and constructive working relationships with colleagues across all campuses.
- Assist with preparation of events as required
- Attend relevant courses to update skills where required
- Undertake other duties as may be required by 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

Knowledge, Experience and Skills

- High specialist knowledge of tools and equipment related to the laboratory **essential**
- Ability to maintain technician records and files **essential**
- Proficiency in the use of advanced analytical laboratory equipment is **essential**
- Experience and knowledge in microbiology **preferred**
- Research experience is **preferred**
- Ability to carry out routine monitoring and maintenance of laboratory equipment is **essential**
- Experience in research (or assistance in research) in food, plant science or related disciplines is **preferred**
- Practical and theoretical scientific background essential in chemistry and one other scientific area at least **essential**
- An understanding of stocktaking procedures required **preferred**
- Understanding of and commitment to health and safety standards **essential**
- Proven ability to maintain equipment related to the laboratory
- Word processing and spread sheet skills **essential**
- Well-developed oral, written and interpersonal skills **essential**
- Proven ability to plan and meet deadlines required **essential**
- Good time management, organisational and administrative skills **essential**
- Pleasant telephone manner and ability to order and organise materials **essential**

Special Aptitudes

- Able to work competently and efficiently within an often-stressful working environment and meet deadlines. This could include weekend work during residential school periods.
- An understanding and appreciation of customer service and a commitment to providing a quality service to both internal and external customers
- An understanding and appreciation of cultural issues
- Ability to handle confidential matters sensitively
- Ability to prioritise work and able to use initiative
- Ability to work in a team environment.

Personal Attributes

- High degree of professional judgment and integrity

- Flexible and responsive manner
- Strong self-motivation
- Friendly approachable manner with a sense of humour
- Punctual and reliable
- Mature and tolerant nature

Qualifications

- Relevant tertiary qualification **essential**
- Drivers licence **essential**

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.