

The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Technical Officer

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of Science, Engineering and Computing comprises the Schools of Te Aka Mātuatua Science, Te Kura Mata-Ao Engineering and Au Reikura Computing and Mathematical Sciences. The Division also has several research units, including the Environmental Research Institute and commercial/equipment units which embody staff and research activities.

Te Aka Mātuatua School of Science is a research-intensive school with teaching and research activities that cover a broad range of science disciplines. We are passionate about science and the difference that it can make to some of the biggest challenges facing Aotearoa and the world. With excellent facilities and staff who are genuinely world-class, we are driven in the pursuit of outstanding scientific teaching and research.

Te Aka Mātuatua School of Science provides teaching and research in several academic programmes including Aquaculture, Biomedical Science, Chemistry, Climate Change, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine Science and Molecular and Cellular Biology. The school offers a range of qualifications at undergraduate, and postgraduate levels which are delivered on both the University of Waikato Hamilton campus and the Tauranga campus

Our School name Te Aka Mātuatua is derived from a Waikato version of the traditions of Tāwhaki, who ascended through the heavens by climbing a sacred vine, overcoming obstacles and challenges so that he could obtain the baskets of knowledge for the benefit of mankind.

The word mātuatua symbolises the importance of the vine and is used to represent the many subject areas within the School. It also signals the depth and the sacredness of the teaching and research areas undertaken within the School.

2. POSITION PURPOSE

To provide quality technical support for teaching and research for the School of Science. Programmes supported include Biomedical, Molecular and Cellular Biology with a Microbiology focus.

3. ACCOUNTABILITY

The Technical Officer is responsible to the Technical Team Leader Laboratory-Based Sciences

4. FUNCTIONAL RELATIONSHIPS:

Internal:	Pro Vice-Chancellor SEC Dean of Science Technical Manager, School of Science Technical Team Leader Laboratory-Based Sciences Other University/Division/School Staff and Students Services staff
External:	External clients and organisations, contractors, and suppliers Schoolteachers and pupils

5. KEY TASKS

- Prepare and organise materials and apparatus for the microbiology undergraduate and graduate practical laboratories.
- Provide technical support for undergraduate teaching labs including preparation, setup and clean down.
- Responsibility for microscopy training and maintenance.
- Prepare and maintain equipment for undergraduate and research laboratories and field activities and contribute to development of novel resources.
- Ensure laboratory and storage areas are kept tidy. Carry out cleaning and maintenance tasks.
- Compile hazard registers and standard operating procedures (SOPs) for relevant equipment and procedures. Maintain file reference material, laboratory records and research methodology information used for teaching or research.
- Support the management of the OHS, Environmental and Physical Containment responsibilities for laboratory-related areas. Provide technical and health and safety advice and input to ensure compliance with procedures and regulations.
- Provide technical knowledge, training and support to academics and post graduate students for planning, coordinating, and participating in biomedical and molecular and cellular research.
- Participate in and help plan School, Division and University promotional activities including stakeholder engagement, outreach programmes, marketing, and events.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities as set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Professional staff have an annual Objectives, Development and Review (ODR) meeting with their supervisor. New staff will normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Technical Officer will be performing satisfactorily when:

- An effective and efficient technical support service is provided.
- Laboratories are prepared, set up and available for use when required.
- Tasks and projects are undertaken in a professional and timely manner to ensure expected outcomes are achieved.
- Participants are satisfied with the learning and teaching environment. Accuracy and excellent work habits are promoted to the students.
- All staff, laboratory users and visitors have a safe and secure environment in which to work, maintenance issues are addressed promptly.
- Advice, training and guidance for students and staff is available as required.
- Microscopes are maintained, expert assistance and training is provided.
- SOPs are completed in adherence to University and Division requirements.
- Laboratory and storage areas are tidy, and instrumentation and equipment accounted for
- Resources are developed and requirements for teaching and research provided. Equipment life cycles are monitored, and future requirements are planned appropriately.
- School and Division policy and procedures are adhered to.
- The School of Science, Division and the University is promoted positively.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A relevant tertiary qualification.

Preferred

- MSc in Microbiology/Molecular biology.

TRAINING, SKILLS, AND KNOWLEDGE

Essential

- Experience in microbiology methods and techniques, especially culturing.
- Technical knowledge, skills, and experience to support Biomedical and Molecular and Cellular research.
- Competence and experience in handling a variety of laboratory equipment and ability to learn techniques as taught.
- Proficient in software & data handling skills relevant to role (e.g., word processing, data entry, spreadsheets, databases, presentation aids, desktop, programming).
- Excellent and demonstrated organisational and time management skills.
- Knowledge of Health and Safety requirements.
- Skills in trouble shooting and problem solving.
- Full New Zealand driver's licence or equivalent

Preferred

- Experience working in a physical containment (PC) facility.
- Experience in microscopy.

PERSONAL QUALITIES

- Builds and sustains positive and productive collegial working relationships.
- Attention to detail and exceptional organisation and time management skills.
- Conscientious and service driven with a customer focussed positive attitude.
- Effective communication skills, written and oral.
- Attention to detail.
- Ability to work to deadlines.
- Ability to work autonomously or as part of a multidisciplinary team.
- Willingness to learn technical skills as directed. Proactive and not afraid to ask pertinent questions to help navigate the role.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence in academic programmes, research, and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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