

POSITION DESCRIPTION

**Technical Officer (Sport)
Division of Health**

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 Health is the newest division at the University of Waikato. The Division of Health undertakes research and teaching to achieve better, fairer health outcomes in Aotearoa. Currently, the Division supports a number of schools offering programmes in the areas of Pharmacy, Nursing, Midwifery, Biomedical Science, Community Health, Sport and Human Performance.

The Division of Health is in a strong growth phase, expanding the range of programmes that it offers in response to some of the urgent workforce pressures in Aotearoa. The Sport and Human Performance programmes of the Division enjoy strong enrolments at both Master's and Bachelor's level and boast an academic reputation for sport-related studies that is in the top 100 of the QS World University Rankings. The Division is committed to growing the Sport and Human Performance programmes to service Aotearoa New Zealand and beyond. With disciplines in biomechanics, physiology, psychology, skill acquisition and coaching we are looking for a technical officer to support our teaching and research in sport and human movement.

2. POSITION PURPOSE

To provide high quality technical support for teaching and research with a focus in Sport and Human Performance Science within the Division of Health.

You will be working within a team of Technical Officers, each having an area of focus based on their specialist skills. However, the expectation is for all technical officers to work as a team and to work collaboratively to meet the needs of the Division.

3. ACCOUNTABILITY

The Technical Officer in sport is accountable to the Head of the School of Sport and Human Movement. On a day-to-day basis, the Technical Officer is responsible to the Division Manager.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor for the Division of Health
Head of School of Sport and Human Movement
Academic Team Leaders
Division Manager
Technical Officers
Teaching & Research Academics
Other University staff
Students

External: External clients and organisations, contractors and suppliers
Relevant Research Institutes and Centres and external research agencies

5. KEY TASKS

- Undertake operational duties to provide high quality technical support for teaching and research activities.
- Collaborates and cross covering with other Technical Officers, as needed within the Division of Health.
- Oversee day-to-day running of assigned equipment including upgrading and resource scheduling.
- Maintain, calibrate, install and service laboratory instruments and sensors.
- Serve as a resource to students and staff; work with and advise University staff and external clients to support their teaching, research, or service technical needs across sports science and health disciplines, including contributions to the Human Performance Science and Sport Development and Coaching papers across the Division of Health.
- Management of a range of laboratory data, ensuring it is accurate, quality coded and readily available for the users.
- Support the development of new processes and procedures as required and manage quality assurance implementation.
- Support the development of research protocols, particularly supporting ethical research for undergraduate students, post graduate students, and academic staff.
- Provide expert advice, guidance, and support to students and staff on technical operational matters.
- Support effective decision making by gathering, analysing, and summarising information as requested by the Academic Team Leaders and the Head of School.
- Participate in and help plan School, Division and University promotional activities including stakeholder engagement, outreach programmes, marketing and events.
- Ensure laboratory and storage areas are kept tidy.
- Update and develop new standard operating procedures (SOPs) for relevant equipment and procedures.
- Facilitates an environment that reflects cultural safety for staff, students and visitors.
- Reflects Tikanga Best Practice in application of the role.

- Act as Laboratory safety supervisor. Support the management of the OHS and Environmental responsibilities for laboratory-related areas. Provide specialist technical and health and safety advice and input to ensure compliance with procedures and regulations.
- 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.
- Willingness to work across campuses and programmes where directed.
- Maintain and develop relationships with external clients and organisations e.g. HPSNZ, Waikato Chiefs, Magic Netball.
- Undertake and support lab testing services that are offered to members of the public, including metabolic VO2 testing, lactate testing etc, and supporting our ASSEP programme.
- 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: Staff have an annual Objectives. Development and Reflection (ODR) meeting with their manager. New staff normally attend such a meeting 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.
- Kawa Whakaruruhau and Cultural Safety are reflected in all aspects and activity of the role.
- Tasks and projects are undertaken in a professional and timely manner to ensure expected outcomes are achieved. Staff and students receive a high standard of support.
- Accurate, timely and high-level advice is available in the provision and management of laboratory-based activities.
- Scientific data are processed, analysed and archived in an accurate and timely manner according to documented procedures and protocols.
- SOPs are completed in adherence with University and Division requirements.
- Teaching, research and development activities are supported.
- All equipment and materials are maintained to high operational and safety standards and are available for use when required.
- Assistance to policy development and quality assurance policy is evidenced.
- The School of Sport and Human Movement, Division of Health and the University is promoted positively.
- All staff and visitors have a safe and secure environment in which to work, maintenance issues are addressed promptly. Standard Operational Procedures are completed in adherence with University requirements.
- Laboratory and storage areas are safe, tidy and instrumentation and equipment accounted for
- Advice, training and guidance for students and staff are available as required. School and University policy and procedures are adhered to.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

7. PERSONAL QUALITIES

- Builds and sustains positive and productive collegial working relationships
- Demonstrates Kawa Whakaruruhau and Cultural Safety
- Has the appropriate level of technical skills
- Showcases excellent communication skills to build and maintain constructive relationships to support engagement and outreach activities.
- Displays confidence, and is a fast and keen learner, eager to embrace new ways of doing things.
- Proactive and not afraid to ask pertinent questions to help navigate the role.
- Attention to detail and exceptional organisation and time management skills.
- Reliability.
- Ability to work to deadlines.
- Ability to work as part of a team.

- Vision to develop and improve processes, proactive about upskilling.
- Commitment to ongoing professional development to maintain a relevant and up-to-date skill set to successfully operate a range of analytical instruments.
- Conscientious and service driven with a customer focussed positive attitude.
- High level of oral and written communication skills and numerical reasoning.
- Objectivity and sound judgement.
- Commitment to a culture of openness, flexibility and co-operation 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.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Relevant tertiary qualification

Preferred

- A postgraduate qualification in a relevant subject
- Scientific instrument servicing experience.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Relevant work experience in a laboratory-based setting.
- A genuine interest in learning how to use, develop and operate equipment that is used in the sport and human movement laboratories.
- Experience operating and maintaining laboratory equipment and instrumentations.
- Proficiency in electronics and data loggers, potentially including programming and/or software use.
- Extensive relevant work experience in planning and logistics for teaching and research with emphasis on health and safety.
- Ability to test, calibrate, install and operate instruments and contribute to development of new resources. Willingness to innovate and develop new tools for research alongside academic staff.
- Experience leading and successfully implementing multiple small to medium projects.
- Excellent written and oral communication skills. High level of ICT skills with strong analytical and data management skills.
- Experience of project management coordination and implementation.
- Excellent planning, organisational and time management skills with the ability to set priorities and manage a complex workload with multiple deadlines.
- Extensive experience and knowledge of Health and Safety requirements.
- Demonstrated skills in troubleshooting and problem solving.
- Full New Zealand driver's licence or equivalent

Preferred

- Knowledge and understanding of electrical safety regulations.
- Extensive relevant work experience in a tertiary scientific teaching and/or research programme
- Experience supporting the development of new and existing laboratory facilities in Sport and Human Performance
- Experience working with accreditation of Sport and Human Performance laboratories, (e.g., BASES, ESSA)

September 2024