

**UNIVERSITY OF OTAGO**  
**Ōtākou Whakaihu Waka**

**JOB DESCRIPTION**  
**Fixed term**

<b>ROLE TITLE:</b>	HeartOtago Biorepository Coordinator
<b>DEPARTMENT:</b>	Physiology, School of Biomedical Sciences
<b>SCHOOL / DIVISION:</b>	Biomedical Sciences / Health Sciences
<b>REPORTS TO:</b>	Dr Michelle Munro
<b>DIRECT REPORTS (FTE):</b>	None
<b>INDIRECT REPORTS (FTE)</b>	None

**1. PRIMARY PURPOSE OF THE ROLE:**

The HeartOtago biorepository coordinator is responsible for the day-to-day managing of the HeartOtago biorepository, associated databases and HeartOtago activities.

**2. ACCOUNTABILITIES:**

To liaise with patients, clinical and research staff to ensure all HeartOtago activities are performed in compliance with the HeartOtago SOPs, human ethics and Te Tiriti o Waitangi.

The biorepository coordinator will be responsible for the following tasks:

- Uphold tikanga Māori principles
- To obtain informed consent from patients entering the HeartOtago biorepository
- Liaise with patients, clinical and research staff
- Manage data collection and storage, and tissue collection and distribution
- Ensure all SOPs are followed for data and tissue collection, storage and disposal.
- Liaise with colleagues in other Biobanks/ biorepositories across Aotearoa
- General organisational and laboratory practices, including assisting other staff and students, as required.
- Support HeartOtago research symposia.
- Assist in coordinating HeartOtago events when required.

### 3. KEY RELATIONSHIPS:

**Directly responsible to:** Dr Michelle Munro (Co-director of HeartOtago)

**Functional relationship with:**

- Dr Kate Thomas (Co-director of HeartOtago)
- Ms Takiwai Russell-Camp (Co-director of HeartOtago) Cardiothoracic Surgery team
- Operating Theatre team
- Cardiology team
- Members of HeartOtago research groups
- Administrative staff of the Department of Physiology

### 4. QUALIFICATIONS & EXPERIENCE:

#### Essential

- Basic first aid training

#### Preferred

- Holder of a BSc (Physiology), or a NZ Certificate in Science, or a National Diploma of Science, or an equivalent qualification
- Experience within a teaching institution
- Experience of working within a large team environment with multiple stakeholders

### 5. TECHNICAL SKILLS & KNOWLEDGE:

- Ability to build and maintain interpersonal relationships with a range of people, with a good sense of aroha or compassion for others
- Ability to prioritise and multitask, and to work effectively in a group environment
- Experience in data entry, database management, Word and Excel skills
- Great time management and organisational skills
- Basic knowledge of te reo Māori and tikanga
- Preferable to have knowledge of HDEC standards on human research and biobanking, along with some Good Clinical Practice (GCP) training, or experience with working with patients or the health system.
- Preferable to have some laboratory experience (including making buffers, tissue fixation and freezing of tissue).

### 6. SPECIAL REQUIREMENTS:

Flexibility to work out of hours on occasion

### 7. DIRECT BUDGET ACCOUNTABILITY:

No budgetary responsibility

### 8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

**9. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

**10. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

**11. SUSTAINABILITY**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.