UNIVERSITY OF OTAGO
OTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE: Technician

DEPARTMENT: Biochemistry / Genetics / Microbiology

SCHOOL / DIVISION: Biomedical Sciences / Health Sciences

REPORTS TO: Head Technician

DIRECT REPORTS (FTE):   Nil

INDIRECT REPORTS (FTE)   Nil

1.   PRIMARY PURPOSE OF THE ROLE:

Provide technical laboratory support for undergraduate teaching laboratories.

2.   ACCOUNTABILITIES:

- Preparation and labelling of materials, media and glassware for class use in undergraduate laboratory practicals.
- Testing of media and material prepared for classroom exercises before class begins and replacement of any faulty materials.
- Calibration, set up and cleaning of all equipment used in class.
- Disposal of waste (in particular medical waste, PC2 clinical) according to health and safety regulations.
- Timely autoclaving of all solutions and other autoclavable material.
- Cleaning of laboratories, prep rooms and glassware.
- Revision and updating of teaching laboratory protocols.
- Keep records of requirements for each practical with respect to equipment, solutions and quantities required.
- Testing of new strains and chemicals for use in laboratory exercises.
- Maintenance of biological stock collections.
- Refilling and replacement of liquid nitrogen dewars and gas cylinders in teaching and research laboratories.
- Monitoring of projects undertaken by 300-level students.
- Assisting with electrical testing.
- Maintaining levels of laundry items and delivering dirty laundry to store.
- Other relevant duties in research and teaching, as required and specified by Head Technician.

3.   KEY RELATIONSHIPS:

Internal
- Head Technician and members of the undergraduate preparation rooms.

- Academic, technical and professional staff, demonstrators and students within the Department and/or Teaching Programme.
- Operations staff (including Supply Chain and Divisional Services and Administration).

External

4. QUALIFICATIONS & EXPERIENCE:

Essential
- A degree in biological science or related field or experience working within a laboratory environment.

Preferred
- Experience with laboratory techniques.
- Experience in operating scientific equipment such as autoclaves.
- Current AS/NZS3760 Electrical Test and Tag certificate or willingness to obtain
- Current First Aid Certificate or willingness to obtain

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential
- Accurate technical skills when preparing, calibrating and testing solutions and equipment.
- Initiative and willingness to learn.
- Self-motivated with time management skills.
- Ability to function as a team member.
- Computer skills.
- Good communication skills.

Preferred
- Understanding of PC1 and PC2 laboratory practices.

6. SPECIAL REQUIREMENTS:

Ability to work after hours and weekends, if required.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

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.

SIGNATURES (for Job Evaluation where there is a current incumbent)**:**

Incumbent Name: .... Signature: ....Date: ....

Supervisor Name: .... Signature: .... Date: ....

HoD Name: .... Signature: .... Date: ....