

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	HUBS Technical Assistant (Permanent, full-time, academic year only)
DEPARTMENT:	Department of Physiology, Faculty of Biomedical Sciences
SCHOOL / DIVISION:	Health Sciences
REPORTS TO:	Philip Kelly, HUBS Senior Professional Practice Fellow
DIRECT REPORTS (FTE):	N/A
INDIRECT REPORTS (FTE):	N/A

1. PRIMARY PURPOSE OF THE ROLE:

The Technical Assistant provides primarily laboratory and some administrative support for the papers Human Body Systems I and II (HUBS 191 and 192) taught in semester one and two, respectively. The HUBS 191/2 papers are part of the seven-paper foundation programme of the Health Sciences First Year and will be taken by a large number of non-health science students. In 2026 HUBS191 has around 2500 students enrolled and HUBS192 can be up to 2000 students.

2. MAIN OBJECTIVES:

- To set up the teaching laboratory for classes to the required standards and ensure that the laboratory remains clean and tidy.
- To provide a positive and helpful contact between students and the administration/teaching team for HUBS 191 and 192.

3. ACCOUNTABILITIES:

- Ensuring all materials and equipment are in place for each laboratory session and set-up to the required standard. Materials will include human and animal tissues. Equipment includes microscopes, computers and associated recording equipment, audiovisual equipment and anatomy models.
- Ensuring functionality of all types of equipment including computers has been checked well in advance and appropriate action taken in consultation with the Senior Professional Practice Fellow and, if required IT staff, or technical staff from the departments that teach HUBS.
- Be present during lab classes to assist with the smooth running of the class, e.g. replenishing materials, contacting Departmental Technical Managers and/or IT staff as a last resort if equipment unexpectedly malfunctions, and assisting with paperwork.
- Cleaning and tidying the lab tables before and after each laboratory session and as otherwise required during the academic year.
- Shifting equipment into on-site storage or assisting return of equipment to home departments.
- Helping students orientate themselves in the laboratory.
- Checking visitors passes of restreamed students and assisting with appropriate seating arrangements for them.
- Ensuring students scan their ID cards on entering the lab. Identifying (as practicable) any students not attending their scheduled lab and bringing these to the attention of the Senior Professional Practice Fellow.

- Assisting with the HUBS exam sorting and splitting procedures and entering and checking of marks into the HUBS database as well as final checking of proof lists.
- Assisting the Administrator with student enquiries and timetable changes.
- Monitoring the uploading of lecture recordings to the HUBS Otago Capture site on Aoroa.
- Ongoing monitoring of consumable stocks and ensuring that reordering is done as necessary.
- Maintain current first aid certification and administer appropriate first aid in the HUBS laboratory as necessary.
- Maintain Fire Evacuation certification and act as floor fire warden as required.
- Ensuring compliance with the relevant Health and Safety rules.
- Reporting of hazards, injuries and accidents to the HUBS Senior Professional Practice Fellow in accordance with Otago University Health and Safety policies and entering these on Vault.
- Assist with setting up of discussion board forums on Aoroa at the start of the semester.
- Maintaining up-to-date versions of all laboratory setup protocols that include information on how to set up each lab.
- Perform other relevant duties as determined by the HUBS Senior Professional Practice Fellow and Technical Managers of Physiology and Anatomy.
- Ordering of cleaning supplies and PPE.
- Arranging appropriate waste disposal and laundering of lab coats and lab towels.

4. KEY RELATIONSHIPS:

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| Directly responsible to: | - HUBS Senior Professional Practice Fellow. |
| Supervision of: | - N/A. |
| Functional relationships with: | - Head of Department of Physiology |
| | - Chair of HUBS Curriculum sub-Committee |
| | - HUBS 191 and 192 Academic Course Co-ordinators. |
| | - Technical Managers of the Departments of Anatomy and Physiology. |
| | - IT staff |
| | - Academic and professional staff (from the Departments of Anatomy, Microbiology and Immunology, and Physiology) involved in the delivery of HUBS. |
| | - HUBS Administrator |
| | - HUBS Technical Assistant. |
| | - HUBS Teaching Fellows. |
| | - HUBS Laboratory Demonstrators. |
| | - Students taking the HUBS 191/2 papers. |
| | - Members of the public, University administration, staff from other departments, Student Services, and organisations within, and external to, the University. |

5. EXPECTED OUTCOMES:

- The duties are carried out to a satisfactory standard when:
- All materials, equipment and computers for each laboratory session are in place at the required times and set-up to the required standard.
- Laboratory set up protocols are up to date.
- University Health and Safety policies, including the reporting of hazards, injuries and accidents have been complied with.
- Functionality of equipment has been checked well in advance and appropriate action taken in consultation with the course administrator and technical staff from the departments that teach HUBS, or IT staff.
- Laboratories are tidied up at the end of the class and before the next morning class starts.
- Friendly, helpful and supportive interactions with students, demonstrators, teaching fellows and HUBS office staff occur in the HUBS 191 and 192 papers.
- Student records are entered into databases in an accurate and timely manner.
- Good liaison is demonstrated with technical and academic staff of the departments that teach HUBS.
- Lecture recordings are available to students via the Otago Capture Site on Aoroa in a timely manner.
- The HUBS Senior Professional Practice Fellow is kept fully informed of ongoing workload.

6. QUALIFICATIONS & EXPERIENCE:

Essential:

- Experience working in a laboratory is essential.
- Ability to learn how to use unfamiliar equipment.
- Good oral communication and listening skills.
- Adaptable and flexible work ethic.
- Ability to work as part of a team.
- Ability to maintain an efficient and supportive approach when interacting with students.
- Ability to work with and relate to students and staff from varying backgrounds and cultures.
- Ability to maintain strict confidentiality.
- Attention to detail and accuracy at all times.
- Ability to carry out work to specification without direct supervision.
- The ability to work to strict deadlines.
- Awareness of requirements related to working with human cadaveric material.
- Willingness to attend safety training courses (e.g., First Aid, Lab Safety) as available.

7. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Be computer literate with some database (Filemaker) capability desirable.
- Familiarity with MacIntosh and PC computers (Windows 11) and be able to troubleshoot.
- Ability to learn how to troubleshoot Computers and Powerlab in use in the laboratory setting.

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.