

**UNIVERSITY OF OTAGO  
OTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

**ROLE TITLE:** Technician

**DEPARTMENT:** Research Infrastructure Centre

**SCHOOL / DIVISION:** Otago Genomic Facility  
Health Sciences Division

**REPORTS TO:** Professor Sarah Hook

**DIRECT REPORTS (FTE):** Nil

**INDIRECT REPORTS (FTE):** Nil

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

Through the Research Infrastructure Centre (RIC) Otago Genomics Facility (OGF), supports the provision of a professional, high quality genomics service for researchers and students at the University of Otago.

**2. ACCOUNTABILITIES:**

- Provide technical support for Illumina sequencing
- Provide assistance in scoping projects, preparing quotes and contracts for Illumina sequencing
- Provide assistance with routine maintenance of OGF laboratories and equipment
- Maintain accurate records

**3. KEY RELATIONSHIPS:**

*Internal*

- RIC Director
- OGF staff
- Health & Safety and Biological Compliance Officer (Dept of Biochemistry)
- Other RIC staff

*External*

- Clients and users of the facility

**4. QUALIFICATIONS & EXPERIENCE:**

*Essential*

- BSc in biological sciences or equivalent qualification
- Experience in Illumina sequencing

**5. TECHNICAL SKILLS & KNOWLEDGE:**

*Essential*

- Good understanding of sequencing techniques
- Skills in laboratory work
- Ability to be well organized and manage work in timely manner
- Ability to pay attention to details and meet deadlines
- Good interpersonal skills
- Ability to work independently and as a part of a team
- Ability to communicate clearly – both written and oral
- Computer skills

**6. SPECIAL REQUIREMENTS:**

- Nil

**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: .....