UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Department Laboratory Manager (DLM) – Geology Building
DEPARTMENT:	Geology
SCHOOL / DIVISION:	Sciences
REPORTS TO:	HoD
DIRECT REPORTS (FTE):	1.5-2.0
INDIRECT REPORTS (FTE)	0.0

1. PRIMARY PURPOSE OF THE ROLE:

The Department of Geology has laboratory facilities spread across three main locations on the Dunedin Campus: the Geology Building, the Centre for Trace Element Analysis (CTEA) in Science A, and the Otago Repository for Core Analysis (ORCA) in the Wickliffe Warehouse. Each of these facilities has a Department Laboratory Manager (DLM) who oversees the management of these specialist laboratories used for research and research-informed teaching.

This job description is specific to the 0.6 FTE DLM role for the Geology Building laboratories.

The DLM is responsible for establishing, implementing and maintaining processes that ensure that their laboratories and research units are safe and functional workplaces for our staff, students and visitors. The DLM acts as first point of contact for queries and training in relation to hazardous substances and other aspects of laboratory safety and health.

Serve as backup to the Geology Department sector manager for imported risk goods related to geological research.

2. ACCOUNTABILITIES:

- Oversee laboratory health, safety and compliance across the Geology Department to maintain all facilities as safe and functional places for staff, students, and visitors to work in. Responsibilities include:
  - Ensuring that each laboratory remains compliant under university and government regulations
  - Ensuring all labs contain appropriate protective personal equipment (PPE), first aid supplies and other safety equipment
  - Inducting or overseeing the induction of all new laboratory users, including specialist inductions for geochemistry facilities
    Semi-annual auditing of laboratories and maintaining clear and accessible records (e.g., logs) of lab safety and compliance activities

- Maintain laboratory infrastructure (space and capability) by organising service, repairs, upgrades and replacements when needed. Liaise with other Geology professional staff, Property Services, Campus Watch, Health and Safety Office, other University of Otago service departments, and

external sub-contractors as required to address alarms and urgent work requests as well as routine work requests. Communicate work requests and any potential disruptions to affected staff and students.

- Manage the purchase, storage and disposal of chemicals and other geochemistry lab consumables.
  - Maintain an up-to-date chemical inventory and chemical safety documentation (MSDS, waste disposal guidelines, labelling etc.)
  - Co-ordinate and maintain the department's chemical storage cabinets including contents, distribution and positioning within laboratories
  - Assist staff and students with preparing reagents
  - Devise laboratory manuals, guidelines, and appropriate Standard Operating Procedure (SOP) documentation to support safe laboratory protocols.

- Staff and student supervision:
  - Training of students and staff on the use of specialist equipment in the laboratories.
  - Supervision of summer and short-term research assistants working on specific commercial or research projects. Over a year this is expected to average roughly 1.5-2.0 FTEs of supervision.
  - Oversee general laboratory inductions for staff, students and visitors annually and on an *ad hoc* basis as required and keep records of who has been inducted. Facilitate access (keys and/or swipe card entry) to these laboratories once inductions have been completed satisfactorily.

- Act as back up for Ministry of Primary Industries (MPI) Biological Compliance operators within the department. There are no current MPI Transitional or PC1 rated laboratories within the Geology Building, but they do exist within ORCA and CTEA.

- Develop and lead initiatives to improve the functionality of existing laboratory facilities.

- Develop familiarity with laboratory facilities elsewhere in the department and across the university. Support Geology Department staff and students to find alternatives when infrastructure or capabilities required for research projects cannot readily be developed within the department.

3. KEY RELATIONSHIPS:

<u>Internal</u>

- Geology Department staff
- Geology student laboratory users
- Departmental Health and Safety Officer
- Other Division of Sciences Departmental Lab Managers
- Staff and student users from other Otago departments
- Otago's Property Services team
- University's Ministry for Primary Industries (MPI) representative
- University H&S / compliance representatives

External
- MPI inspectors
- Visiting researchers from other universities, research institutes, and commercial organisations
- Service providers for existing and new laboratory equipment
- Sub-contractors for facility maintenance and upgrades

4. QUALIFICATIONS & EXPERIENCE:

Essential
- An MSc or equivalent in the geosciences, chemical sciences or related physical science field
- At least 2 years working in a geochemistry or chemistry research or commercial laboratory
- Experience managing and training staff and students
- Experience liaising with external personnel
- Excellent communication (written and verbal) and interpersonal skills
- Excellent organisational skills with attention to detail and the ability to work efficiently and independently
- Ability to work responsibly with confidential material
- A service-orientated outlook

Preferred
- A PhD in the geosciences, chemical sciences or related physical science field
- First aid capabilities
- Experience working in and/or managing a PC1 or PC2 laboratory
- Hazardous goods certification
- A current National Radiation Laboratory Radiation licence
- The ability to safely acquire and interpret XRF data

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential
- Ability to independently develop and maintain professional laboratory procedures
- Ability to follow guidelines as laid out in the University of Otago health and safety policy
- Ability to work independently, as part of a team, and as a team leader
- Conscientious and motivated
- Helpful and approachable
- Solution-oriented with excellent problem-solving skills
- Ability to adapt and show initiative
- Excellent organisational and time management skills with the ability to prioritise projects
- Ability to identify inefficiencies, gain buy-in and implement new approaches
- Focus on providing a service that enables user success

6. SPECIAL REQUIREMENTS:

Availability outside of core working hours to occasionally answer laboratory alarms and other health and safety requirements.

7. DIRECT BUDGET ACCOUNTABILITY:

- Responsible for the physical geology laboratory operations budget
- Approve the purchase of consumables and minor equipment, $2,000 limit
- Responsible for developing or contributing to proposals and assessing costs for new laboratory installations and equipment
- Responsible for input on major and minor equipment grant applications
- Responsible for providing cost estimates for research grant applications

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. Be a role model for 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.