

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE: Senior Technician (1 FTE), fixed term
DEPARTMENT: Botany
SCHOOL/ DIVISION: Sciences
REPORTS TO: Head of Botany Department
DIRECT REPORTS (FTE): 3 × Laboratory Technician 2.533 FTE

1. PRIMARY PURPOSE OF THE ROLE:

The Senior Technician assists the Head of Department in all technical aspects of departmental management and is responsible for the resourcing of teaching and research programmes (both laboratory- and field-based), compliance management, management of technical staff, management of facilities and security issues.

2. ACCOUNTABILITIES:

Main Objectives:

- Manage departmental compliance obligations
 - HSNO Act.
 - Biosecurity Act.
 - Health and Safety.
- Management of the technical staff.
- Efficiently manage departmental facilities.
- Provide guidance, advice, and assistance to the Head of Department and other staff on technical matters.
- Support departmental academic staff in resourcing of the teaching programmes.
- Support departmental academic staff in resourcing of their research activities.
- Technical support for management of the Otago Regional Herbarium.

Departmental Laboratory Manager:

- The code of practice for exempt laboratories under the HSNO (Hazardous Substances and New Organisms) legislation is implemented and monitored.
- Relevant records and documentation as per the Compliance Manual are maintained. Training for other departmental staff is provided when required.
- Laboratory areas are audited and reports provided to the relevant regulatory authorities as required, copied to the Head of Department and other relevant University personnel.
- Hazardous substances (collection, removal, control and loss) are managed and reported on.

Departmental Health and Safety Officer:

- Health and Safety manuals, policies and guidelines are maintained.
- Relevant reporting is completed as required (e.g. Health and Safety audit; ACC audit)
- The hazards register is maintained on the Vault system and regularly reviewed.
- Hazards are identified and appropriately managed.
- The departmental accident register on the Vault system is maintained.
- Accidents are investigated as per University policy.
- Training for other departmental staff and students is provided.
- The overview of emergency preparedness is maintained.

- Fieldwork risk assessments
- Managing equipment such as comms devices
- Management/monitoring of Get Home Safe for fieldworkers
- First Aid officer
 - First Aid equipment is available and up to date.
 - All injuries are recorded and monitored.
- Fire Building Warden
 - Familiarity with assigned area, the occupants, exit facilities and the fire equipment is maintained.
 - Building evacuation procedures are adhered to.
 - Fire wardens/back up wardens are appointed and trained.

Departmental Biological Sector Manager:

- Departmental compliance obligations with respect to the HSNO Act and the Biosecurity Act are met.
- Training of staff and students is carried out in a timely manner and documented.
- The physical storage and operating conditions for the containment of relevant species are technically appropriate and comply with the legislative requirements.
- All registers (HSNO approvals; new organisms; transfers and restricted biological products) are maintained.
- Relevant documentation (permits, certificates, directions, audits, etc.) are maintained and monitored.
- All associated reporting is completed in a timely manner and accurately.
- Undertake self-audits, University and external (e.g., MPI) audits.
- Non-compliance is Reporting, Investigation and management.
- Technical support for management of the Otago Regional Herbarium
 - Inward and outward loans and associated documentation are managed in a timely manner, according to Facility standards and procedures.
 - Management is advised on relevant safety matters and requirements.
 - Assistance is provided to the Curators as required.
 - Herbarium users are familiar and trained with the principles of containment and procedures that ensure containment. Cleanliness is maintained in accordance with Facility standards and procedures.

Management of Technical Staff:

- Effective Technical staff management.
- Delegation of tasks to technical staff based on their Job Description and technical capabilities.
- Ensure staff are motivated, appraised and counselled when required.
- Training of technical staff to upskill techniques knowledge base.
- Set and ensure deadlines are met.
- Technical staff workloads are monitored and priorities identified and allocated efficiently.
- Performance issues are dealt with in a timely manner and escalated to the HoD when required.
- Performance documentation for direct reports is completed correctly. PDR process for managed technical staff is conducted in line with the University guidelines. Regular technical staff progress reviews are conducted.

Facility Management:

- Equipment monitoring
 - Monitor equipment ensuring that all equipment is maintained and operating efficiently.
 - Provide recommendations and quotes for new equipment in the CAPEX round in consultation with the Hoo.
 - Monitor Equipment bookings through a department booking system.
- Property maintenance
 - Applications for capital works and equipment are prepared if required.
 - Liaison with the appropriate central services staff is maintained (e.g. Property Services).
- Security warden duties
 - Security of department maintained this includes lock up of glass houses ensuring alarms are set nightly.
 - Administration of staff/student access required for laboratories and glass houses.
 - Department call-out person.
- Space management - Laboratory space for staff and students is allocated effectively and in conjunction with the HoD and lab supervisors.

Research Assistance:

- Oversight of technical support for research projects and research students, in consultation with academic staff and the HoD.
- Technical support for research field trips, allocate tasks amongst the technical team.
- Technical support for research projects
 - Preparation of Research materials.
 - Research Equipment maintenance.
 - Maintenance of research laboratory space.

Teaching Support Assistance:

- Ensuring all technical requirements are met for laboratory practicals in liaison with the teaching technician team.
- Checking bookings of labs are correct and booking any extra equipment.

3. KEY RELATIONSHIPS:

Internal:

The Senior Technician will develop and maintain working relationships within Botany and throughout the University, particularly with:

- Academic and general staff of the Botany Department
- Botany and Ecology Students
- University Health and Safety team
- University Emergency Response Team, Emergency Wardens and First Aiders
- H&S Representatives
- DHSO network
- Property Services
- IBSC committee and representatives
- Biological Compliance Officer
- University Sector Managers
- Human Resources
- Sciences Facility Manager

External:

- MPI
- Other herbaria
- Visiting Researchers

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant graduate qualification and experience in laboratory management, or an equivalent combination of education, training, and experience.
- Experience with New Zealand biosecurity processes.
- Proven ability to provide proactive leadership and direction to a technical team.
- Proven ability to build and maintain productive relationships with key internal and external stakeholders, liaising across the University as needed.
- Strong organisational and project management skills; results focused, with a track record of meeting timelines and budgets while anticipating and resolving problems.

Preferred:

- Knowledge of NZ HSNO Act, Biosecurity Act, Health & Safety in the Workplace Act and related legislation is highly desirable.
- Experience in people management is highly desirable.
- Knowledge of fieldwork Risk Assessment, get home safe, etc.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Strong technical knowledge, including hazardous substances and their properties.
- Practical laboratory and field skills.
- Competent with computers and Office software.
- High attention to detail.
- Ability to relate effectively and diplomatically to a diverse range of people.

6. SPECIAL REQUIREMENTS:

Full NZ Driving license

7. DIRECT BUDGET ACCOUNTABILITY:

Delegated authority to make purchases for the Department Cost Centre on either verbal or written agreement with the Department Administrator on Purchasing Card to the value of \$2000 in support of teaching and research.

Preparation for purchase of larger equipment, quotes, advise on which is the most appropriate equipment, including vehicles for the Department.

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.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.