

# Laboratory Systems Support – Fixed Term



*The purpose of this position is to support the LIMS', databases and other software-based systems used in our laboratories for management of samples, analytical processes, reporting, invoicing and other data flows to enable efficient work that meets our quality and regulatory requirements.*

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| <b>Reports to:</b>     | Laboratories, Collections & Workshops Manager |
| <b>Department:</b>     | Laboratories, Collections & Workshops         |
| <b>Group:</b>          | Science                                       |
| <b>Tenure:</b>         | Fixed term – 13 months                        |
| <b>Location:</b>       | Gracefield                                    |
| <b>Direct reports:</b> | Nil   |
| <b>Budget:</b>         | Nil   |
| <b>Career Path:</b>    | Specialist                                    |
| <b>Job Family:</b>     | Operations, Data and Technology               |
| <b>Career Step:</b>    | 6   |
| <b>Date:</b>           | November 2023                                 |

## Position priorities and responsibilities

- Lead the maintenance of Laboratory Information Management Systems (LIMS) and other software in use across GNS labs that keep the labs functioning
- Develop Laboratory Information Management Systems (LIMS) to improve efficiency including organising input data, automating run processes using scripts and checking outputs
- Take primary responsibility for the day-to-day development and operation of the Filemaker based LIMS, including improving the efficiency of laboratory operation through improved information management
- Improve scripts for generation and analysis of data on laboratory instrumentation.
- Actively take part in the design of lab data flow systems
- Work with IT to manage the Filemaker Server and all the LIMS hosted on it to provide support in case of malfunctioning or inability to access them due to Server issues
- Manage the backups of the LIMS to ensure data currency and security
- Manage datasets to maintain commercial confidentiality where appropriate but work with Laboratory Lead Scientists and Information Management to maximise benefits of GNS data to New Zealand and public knowledge.
- Act as an adviser to laboratory staff on data management and lab systems issues
- Document actions performed in maintenance and development of lab systems
- Undertake projects for your manager as and when required

## Responsibilities of all staff

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

## Key working relationships

### Internal:

- Laboratories, Collections & Workshops Manager
- Laboratory Lead Scientists
- Laboratory Managers and teams
- IT
- Information Management

### External:

- Providers of LIMS and other software used

## Person specification

### Skills, knowledge and attributes

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- Efficiently operate standard Microsoft software such as Excel.
- Scripting and ability to compile, run and make modification to code in current programming languages e.g. C, C++, R, Python, Fortran or similar

### Experience

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#### Essential:

- At least 3 years programming and database software, operations, and administration experience preferably from a Science environment/laboratory
- Practical experience with laboratory systems, developing scientific applications of programming software to support instrument operations and data flow automation, and rapid manipulation between Excel and more advanced software

#### Desirable:

- Familiarity with one or more of the following:
  - Filemaker
  - R, Python and/or Matlab
  - Labview

### Qualifications

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#### Essential:

- BSc or equivalent in a scientific discipline requiring data management and modelling expertise, OR work experience in scientific setting requiring data management and modelling expertise

## Other requirements

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### Essential:

- Strong organisational skills and attention to detail
- Computer literate
- Solution focussed
- Good oral and written communication skills
- Team player and contributor

### Desirable:

- First aid certificate

## Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

## Technical capabilities

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### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

## Behavioural expectations

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### Manaakitanga – we do the right thing

- Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:
  - We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
  - We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.

- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

#### **Bicultural commitment**

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.