

Laboratory Technician



The purpose of this position is to undertake sample preparation, laboratory analytical analyses, laboratory results reporting. As appropriate support scientific staff with research work.

Reports to:	Wairakei Laboratory Manager
Department:	Laboratories and Workshops
Group:	Science and Commercial Operations
Employment Type:	Permanent
Location:	Wairakei
Direct reports:	Nil
Budget:	Nil
Career Path:	Specialist
Job Family:	Research, Lab & Field Technology
Career Step:	4
Date:	October 2024

Position priorities and responsibilities

- Undertake analysis of samples (groundwater and geothermal) using laboratory equipment.
- Undertake other sample analysis using specialised equipment and/or methods on an as needs basis.
- Undertake sample validation and approval, using laboratory standard methodology.
- Enter sample analysis data and maintain data to provide numerical information for report writing.
- Undertake checks to ensure results are accurate.
- Write reports using the information provided from sample analysis.
- Assist other technicians as required.
- Participate in training new or existing staff in techniques.
- Ensure that maintenance on equipment is up to date at all times.
- Maintain quality control records for equipment.
- Reviewing and ensuring methods are up-to-date.
- Development of new methods and/or commissioning of new equipment.
- Investigate new analytical techniques when required.
- Actively engage and communicate with clients to ensure their requirements are met.
- Undertake projects as directed by your manager as and when required.

Responsibilities of all staff

- 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:

- General Manager Science and Commercial Operations
- Department Manager
- Wairakei Laboratory Manager
- Scientific staff

External:

- Clients
- Vendors

Person specification

Skills, knowledge and attributes

- Working knowledge of ISO17025 standard and the accreditation process.
- Experience in the use of a Laboratory Information Management System (LIMS).
- Understanding of the requirements of Transitional Facility operation.

Experience

Essential:

- At least three years' experience in a chemistry laboratory.

Desirable:

- Previous experience working in a contract laboratory.

Qualifications

Essential:

- Tertiary qualification in chemistry or closely related discipline.

Desirable:

- Quality management system qualification.

Other requirements

Essential:

- Strong organisational skills and attention to detail.
- Computer literate.

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

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

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.