

## Laboratory Information Management Systems Specialist

<b>Reports to:</b>	Mantle to Atmosphere Team Leader	<b>Position Status:</b>	12 Month Fixed Term Parental Leave Cover
<b>Unit:</b>	Science Operations – Geological Systems	<b>Location:</b>	Gracefield
<b>Department:</b>	Laboratories & Workshops	<b>Team:</b>	Mantle to Atmosphere
<b>Direct Reports:</b>	Nil	<b>Budget &amp; Delegated Authority:</b>	Refer DFA policy
<b>Career Step:</b>	Specialist 1 or 2 / Band 6 or 7	<b>Job Family:</b>	Research, Lab & Field Technology
<b>Career Path:</b>	Specialist	<b>Date:</b>	February 2025

### Our Organisation

Earth Sciences New Zealand was established on 1 July 2025, through the merger of GNS Science and NIWA, with the upcoming acquisition of MetService further strengthening its capabilities. As part of the most significant reform to New Zealand's science and innovation system in over 30 years, Earth Sciences NZ is positioned as a leading-edge organisation that excels in earth, environment and natural resources science.

With six core science missions – Geological Hazards, Weather and Climate Hazards, Energy, Land and Water, Atmosphere and Climate, and Oceans and Fisheries – Earth Sciences New Zealand is set to become a globally recognised science leader. By integrating multidisciplinary expertise and advanced technologies, the organisation will tackle complex environmental challenges and unlock opportunities for sustainable growth and development.

Following the MetService acquisition, Earth Sciences New Zealand will comprise approximately 1500 staff across 22 sites, managing \$400 million in assets and generating \$370 million in annual revenue. Serving both the public and private sectors, Earth Sciences New Zealand plays a vital role in enhancing national resilience to natural hazards, in supporting economic growth and in delivering innovative science for a sustainable future.

### Role Purpose

To develop, administer and 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. This is a 12-month fixed term role in the Laboratories and Workshops Department.

## Position Priorities and Responsibilities

- Develop and maintain Laboratory Information Management Systems (LIMS) to improve efficiency including organising input data, automating run processes using scripts, reporting results, and invoicing.
- Create and improve scripts for generation and analysis of data on laboratory instrumentation.
- Manage the Filemaker Server, all the LIMS hosted on it, and all LIMS backups, providing prompt support in case of malfunctioning, or inability to access them due to Server issues.
- Act as an advocate for, and adviser to, laboratory staff on data management, lab systems issues, and LIMS software requirements to ensure staff are informed and engaged, and LIMS are working to expectations.
- Document actions performed in maintenance and development of lab systems for accountability, traceability, consistency and quality control.

## Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises and HSW frameworks, including undertaking HSW training and participating in health-monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others, providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

## Key Working Relationships

Internal	External
<ul style="list-style-type: none"><li>• Operations Manager, Laboratory Managers and Teams, Lead Scientists, Information Management, IT, Accounts</li></ul>	<ul style="list-style-type: none"><li>• Providers of LIMS and other software used</li></ul>

## Person Specification

### Qualifications and Experience

#### Essential

- BSc or equivalent in a scientific discipline requiring data management and modelling expertise.
  - At least 3 years' experience in programming and database software, operations, and administration experience preferably from a Science/laboratory environment.
  - 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.
  - Strong organisational and communication skills.
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**Desirable**

- MSc or greater in a scientific discipline requiring data management and modelling expertise.
- Practical experience with laboratory tasks and analyses.
- Solution focussed.
- Team player and contributor.

**Skills, Knowledge and Attributes**

- Strong Microsoft Office software skills, such as Word and Excel.
- Scripting and ability to compile, run and make modification to code in Filemaker databases.