

Position Description

Title:	Technician/Senior Technician
Business Unit:	Biosecurity New Zealand
Directorate:	Diagnostic & Surveillance Services
Reports to:	Team Manager, Bacteriology & Mycology, or Team Manager, Aquatic Animal Health, or Team Manager, Immunology; or Team Manager, Virology Mammalian, or Team Manager Virology Non-Mammalian
Location:	Wallaceville
Approved by:	Deputy Director General, Biosecurity New Zealand
Date:	November 2018

Let us introduce ourselves

Ko wai mātou

New Zealand Public Service Commission

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ministry for Primary Industries (MPI)

The Ministry for Primary Industries works to safeguard New Zealanders' way of life well in the future. To ensure this, we have a vision where New Zealand is the world's most sustainable provider of high-value food and primary products. Our organisational strategy sets the direction we need to take to achieve this vision and ensure the success of the food and primary industries for the benefit of all New Zealanders. For more information on our current strategy, see [Our Strategy](#).

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangungu), and Visible Leadership (*Ngā Manukura*), we work hard to deliver for New Zealand. Using our key working styles, we always strive to be open, agile, engaging and proactive.

Our commitment to Diversity and Inclusion

To mātou kaingākau mo ngā rerekētanga me te tāpūtanga

At MPI we *respect* the individual and want everyone to feel they can bring their whole selves to work every day. For more information on what Diversity and Inclusion looks and feels like at MPI, refer to - [Our Diversity and Inclusion](#).

What is the purpose of this position?

Te whainga poto o tēnei tūranga

The Animal Health Laboratory is an integral part of the Ministry for Primary Industries. It is responsible for providing veterinary diagnostic testing capability to allow the diagnosis or rule out of suspect exotic diseases and pests affecting animals, and the provision of cost-recovered diagnostic services to third parties.

It is part of the Investigation and Diagnostic Centres and Response Directorate, which is responsible for delivering the core functions of surveillance, incursion investigation, diagnostics and response.

Technicians take a major role in diagnostic testing processes within the laboratory. This includes testing for exotic disease investigations and responses, capability development projects, surveillance, quality assurance and test validation.

The laboratory is accredited to ISO:17025, and Senior Technicians are required to achieve status as Key Technical Personnel within their area of work. They use the laboratory information management system (LIMS) and must be accurate in the recording of information (including submission details, data, results and comments). Senior technicians are also required to accurately communicate work procedures and information through documentation.

Technicians are expected to work in both PC2 and enhanced PC3 laboratories. To do this they need to maintain a working knowledge of microbiological security and biosafety methods used at these levels of containment (for example AS/NZS 2243.3 2010). When working in the enhanced PC3 laboratory, Senior Technicians may be required to work without direct supervision, to interpret results of testing and to draw conclusions about the significance of these findings. This will require them to have well developed knowledge of internal procedures, the scientific basis of the procedures used and a general knowledge of veterinary biosecurity.

During the course of normal operations, workload and priorities may change at short notice. Senior technicians are expected to coordinate their work and the work of others to effectively manage through these changes. They are involved in the prioritisation of daily work as well as training others and checking others work.

In the unusual event of a major exotic disease response, the number of staff working in the Animal Health Laboratory may increase markedly. In this situation, Senior Technicians would be expected to take on a more senior role, involving supervising other staff and organising their work. During major response work, laboratory staff may also need to work non-standard hours (e.g. evenings).

Aspects of this role will require being able to operate in physical containment level 2 (PC2) and enhanced physical containment level 3 (PC3+) laboratories. All Animal Health Laboratory staff are expected to adhere to procedures that ensure microbiological security, quality assurance, health and safety and information security at all times.

What will you be doing?

Ngā kawenga mahi

Responsibilities of this position are expected to change over time and the Technician/Senior Technician will need the flexibility to adapt and develop as the environment evolves and will be required to deliver results in the following areas:

Technical Delivery

Laboratory Testing

- Undertake a wide range of diagnostic, disease investigation and other testing in a PC2 and PC3+ environment.
- Records, interprets and reports results using the laboratory database adding additional relevant information where applicable
- Ensures samples and derived materials (e.g. cultures) are stored to ensure valid results are obtained and to meet laboratory procedures
- Expands own testing skills by learning new test methods as they are implemented in the laboratory
- Undertakes further analysis of data (e.g. sequence analysis), under direction from senior staff, as required.
- Liaises with other laboratory staff to facilitate testing
- Retains and uses a working knowledge of standards and regulations impacting on laboratory work (e.g. animal ethics, HSNO, containment facilities etc).
- Examines laboratory and diagnostic processes for inconsistencies
- Collects samples (including elsewhere in New Zealand) to ensure adequate sample quality and data recording.
- Undertakes laboratory testing and analysis for project work and contributes to project management.

Laboratory Support

- Works with other staff to maintain the laboratory and its capability (as relevant to the technical discipline).
- Contributes to activities that support own and other IDC teams (e.g. molecular facility maintenance, specimen reception, supply of media etc).
- Occasionally assists with workload in other teams, as directed.
- Follows procedures to maintain containment of organisms and risk materials used in the laboratory.
- Contributes to the development of diagnostic capability.
- Provides technical advice and training to other IDC staff
- Updates own technical knowledge to keep pace with developments
- Reviews technical problems and contributes to their solution, using experience and referring to senior staff if required.

Investigation and Response

- Maintains own knowledge of scientific principles and procedures, to ensure preparedness for exotic disease investigation work and responses.
- Contributes to work that maintains and enhances diagnostic capability for exotic diseases including development of new methods, risk analysis, SOPs, and contingency plans.

- Is able to maintain work standards and delivery under pressure.
- Carries out work outside normal business hours to meet requirements for investigation and response work.
- Uses own scientific knowledge and decision making skills when carrying out investigation duties in a PC3+ and PC2 containment environment to achieve speedy delivery of quality results. This may be while working alone.
- During major response, may be required to supervise laboratory teams and train new staff.

Quality Systems

- Writes new procedures, and contributes to the ongoing development of IDC quality systems including reviewing standard operating procedures.
- Maintains a working knowledge of, implements and complies with all standard operating procedures, ISO:17025 and related standards
- Maintains quality system records
- Raises, investigates and resolves corrective actions and quality improvements, either alone or with other staff.
- Plans and conducts internal audits, including development of checklists, audit reports and chairing entry and exit meetings, as required
- Undertakes internal and external quality assurance testing.
- Carries out trouble shooting to resolve quality issues in area of technical delivery.

Key Technical Personnel (KTP)

- Achieves and maintains status as a Key Technical Personnel in area of scientific and technical expertise, as required by the laboratory's accreditation.
- Maintains competence and experience relevant to KTP status
- Takes responsibility for the validity of the test outputs
- Resolves technical problems
- Understands limitations of the test procedures and fully understands the scientific basis of the procedure.
- Able to design quality control programmes, set action criteria and take corrective action when criteria exceeded

Liaison and Relationships

- Contributes to consistent collaboration and openness between teams within AHL
- Maintains effective professional relationships with support and administration staff
- Provides effective and timely feedback to Team managers

Safety & Wellbeing Responsibilities

- Share in the responsibility for the health and safety of themselves and others in their work environment
- Safely handles biological material to meet the requirements of relevant quality and containment standards and internal procedures
- Follows procedures to maintain containment of organisms and risk materials used in the laboratory.
- Contribution to scientific risk analyses and risk management.
- Works according to laboratory microbiological security protocols and international standards (AS/NZS 2243.3).
- Reports on and contributes to the resolution of incidents and breaches of H&S and microbiological security practice.
- May participate in site health and safety committee

Corporate Responsibilities

- Model expected MPI Behaviour
- Operate consistently with MPI policies, standard operating procedures and legislation
- Ensure a good knowledge of the Treaty of Waitangi and an understanding of its implications for MPI's businesses

General

Ngā korero Whānui

All our employees are expected to:

- Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.
- Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.
- Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

- This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Manager,	• Provide advice and guidance on the delivery of the response function, based on group priorities and operating context. • Seek guidance on process, intellectual leadership, work programmes, individual development and management support.
Leadership and Management teams	• Communicate and consult on response management strategies and capability. • Provide advice on risks and opportunities, analysis of data, formulation and presentation of options for decision-making. • Influence and persuade people to obtain agreement where there are conflicting interests. • Seek guidance on strategy, initiatives across the Ministry, government direction and support for organisational culture.
Other AHL team members	• For work coordination and planning, when contributing to projects and technical developments, to share information, seek and provide assistance, and discuss technical issues
MPI Managers & Staff	• Administrative and logistics functions and for joint working groups
Quality Advisor, Containment Laboratory Supervisor and Biosafety Officer	• For guidance and advice related to these business systems and to meet operational requirements.

External	Nature of the relationship
Maori stakeholders, Iwi, Hapu organisations	• Facilitate active collaboration, developing MPI's understanding of and inclusion of Maori views and knowledge.
Suppliers	• To assess consumables and equipment.
International peers	• Share ideas, strategies, approaches, and tools, and collaborate where mutual benefits exist.
Stakeholder groups	• Develop and maintain ongoing operational relationships with key personnel. • Inform, share information, liaise on key matters, and represent interests of MPI.

Dimensions of the position

FINANCIAL RESPONSIBILITY

MPI operating expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Non-departmental expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Capital expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>

FREEDOM TO ACT

- The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.
- Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).
- Expenditure within approved budget and delegated authority.
- Planning, prioritising and deploying all resources within the defined area of responsibility.

SECURITY CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check Confidential
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Education, skills and experience

Qualifications	Essential • BSc or equivalent
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Experience and knowledge	Essential - Knowledge and experience of microbiological laboratories Desired - Experience of quality assurance systems - Relevant experience in specialist technical area - A track record demonstrating initiative, technical aptitude, sound judgement
Skills	Essential - Ability to work within the constraints of, and follow the procedures used in a PC3+ containment laboratory - Communication (verbal and written) - Computer literacy - Ability to plan and manage own workload Desired - Planning, coordination, organising, teamwork, leadership.

Capabilities

COMMON CAPABILITIES – expected in all BNZ roles	
Engaging <i>Te Whai Wāhitanga</i>	- Connects with others - Listens - Reads people and situations - Interacts appropriately in different situational / social / cultural settings - Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	- Shows courage - Shows decisiveness - Acts with integrity
Resilient <i>He Manawaroa</i>	- Is adaptable - Remains effective under pressure - Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	- Committed and tenacious - Focused on achieving
Self-Aware Learner <i>He Ākonga Kiri Mōhio</i>	- Seeks feedback on own performance - Self-assesses - Adapts approach - Shows commitment to development
Tikanga Māori <i>Tikanga: the dynamics of doing what is culturally appropriate so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	- Applies Māori culture and language to work - Draws on Māori culture to enrich one's work - Applies Māori knowledge and values within a government and Crown context <i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i>

Category	Capability
Works Collaboratively	- Understands the context - Focuses on priority work - Shares information - Builds trust with other teams/groups - Works across boundaries - Supports others to succeed
Plans and Organises	- Manages and delivers on work priorities - Purposeful about use of time
Communicates with	Communicates clearly

Impact	• Influences others • Communication achieves intended purpose
Solves Problems	• Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs
Inquiring and Analytical	• Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias

RESPONSE TECHNICAL EXPERT CAPABILITIES

– for Tier 5 / 6 managers / staff likely to be involved in a response function in their area of expertise

Solving Problems	Identifies solution given available information
Anticipating Problems	Forecasts and detects errors, gaps and potential flaws
Professionalism	Acts in accordance with job related values, principles and standards
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Handling Pressure	Remains calm, composed and focused on the work in ongoing high-pressure situations

RESPONSE CAPABILITIES

– for staff likely to be involved in a response support or administrative function

Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Handling Pressure	Remains calm, composed and focused on the work in ongoing high-pressure situations