

Job Description: Anatomy Teaching Technician (Fixed Term)

Position Purpose: This position will provide technical support for anatomy and other teaching into the Bachelor of Veterinary Science and Animal Science degrees, including collection and preparation of animal tissues for teaching. The position will also contribute to ensuring that the anatomy, clinical skills and associated facilities are compliant with relevant Health and Safety and other legislative or policy requirements.

Department: School of Veterinary Science

Location: Manawatū

Reports to: Group leader, Animal Welfare Science and Bioethics Centre (AWSBC)

Responsible for: Nil

Delegations: Nil

Job Title: Anatomy Teaching Technician

Key relationships:	Internal	External
	Lead anatomy technician	Freezing works contacts
	Other SoVS teaching technicians	
	Manager, MU Veterinary Large Animal Teaching Unit	
	Group leader, AWSBC	
	Head of School, SoVS	

Massey University: We are a world-leading university in many academic disciplines and fields of research. Our point of difference is research that is connected to community and industry. Our researchers are developing expertise and skills to advance human knowledge and understanding. Working together across disciplines and locations, we solve national and global problems through fundamental, applied and interdisciplinary research, while culturally and artistically enriching our world.

We are deeply committed to being a Te Tiriti-led university, demonstrating authentic leadership in contemporary Aotearoa New Zealand as we uphold Te Tiriti o Waitangi, the founding document of our nation, and its principles through our practice. We embrace this not just as an obligation but as a real opportunity for the nation and its people.

Our educators are preparing a new generation of global leaders. Our students are diverse and are attracted to Massey because they want to achieve their personal goals or make their mark in the world. They experience world-class learning that recognises their intellectual and cultural strengths, expands their horizons and prepares them to

contribute to a rapidly transforming world with skills, critical and creative thinking and leadership.

We will be renowned for our passion and caring attitude. All Massey campuses will be innovation ecosystems, acting as magnets for smart enterprises. Wherever we are, we will operate in partnerships founded on respect, trust and mutual benefit. Massey is not only defined by what we do, but by how we do it.

School of Veterinary Science:

The School of Veterinary Science advances knowledge in animal health and welfare, biosecurity, conservation and sustainable productivity. We are a world-leader in our field, working with governments, other universities, international and national organisations and companies to improve animal health and production, and human health. We have over 1000 students, 250 staff and 170 research programmes.

Massey core capabilities

At Massey we are Tiriti-led, upholding Te Tiriti o Waitangi principles through our practice, we:

- Demonstrate awareness of Te Tiriti o Waitangi and its contribution to Aotearoa New Zealand society.
 - Understand the relevance of Te Tiriti o Waitangi in relation to the work of the University and the people we serve.
 - Embracing Te Reo in relevant and practical ways in our workplace interactions and engagement with external stakeholders, giving expression to Tikanga Māori and protocols that demonstrates that we respect and value Māori conventions in appropriate settings.
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At Massey we work together with mutual respect and caring. We:

- Act with integrity and trustworthiness and give credit to others for the work they do.
 - Work cooperatively and inter-dependently to foster and promote the One University approach.
 - Share knowledge and communicate professionally with courtesy and mutual respect.
 - Are ethical in all transactions, working within the parameters of our policies and procedures.
 - Are direct, truthful and maintain confidentiality.
 - Seek to understand and appreciate our differences.
 - Keep ourselves and others safe; work together to embrace with the University's health, safety and wellbeing policies, procedures and programmes; display commitment by actively supporting all safety and wellbeing initiatives: and by actively engaging in health and safety improvement opportunities.
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At Massey we are future-focused, results- oriented and strive for excellence. We:

- Take ownership and responsibility for delivering results to support achievement of University objectives.
 - Provide the best quality services to our customers (internal and external) ensuring our students/stakeholders are at the heart of everything we do.
 - Deliver or support world-class research, teaching and learning and citizenship.
 - Take personal responsibility for our performance, take pride in doing our job well, and commit to ongoing personal and professional development.
 - Are motivated and create a positive working environment where our values are reinforced.
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- Anticipate and respond with agility and resilience to the changing needs of the University and the communities we serve.
- Seek ways to improve our services to deliver in an efficient and effective way.
- Embrace technology and apply this innovatively to better meet the needs of those we serve.
- Challenge ourselves to reach our potential and help bring out the best in others.
- Understand how what we do contributes to the objectives of the University.

Accountabilities

Animal handling	• Handling/holding dogs during euthanasia (performed by veterinarian) once per week. • Assisting with lifting and loading animals into storage following euthanasia.
Supporting practical teaching and preparation of teaching resources	• Assisting with preparation of animal materials for teaching. • Set up and breakdown of equipment and display materials for anatomy teaching and other teaching laboratories. This involves some lifting and carrying of moderate loads. • Maintenance of teaching equipment and resources. • Collection from freezing works and initial preparation of animal tissues for storage. • Help develop and implement a new inventory management system for all dry specimens/materials used for anatomy and related teaching.
Laboratory hygiene and functionality	• Thorough cleaning of teaching laboratories and preparation facilities after every student/staff teaching event. • Identifying laboratory facilities/equipment in need of repair or replacement and progressing the appropriate action.
Procurement and Administration	• Raise purchase orders for consumables, including First Aid supplies, and equipment for teaching using Massey's "Technology One" application. • Ensure correct account coding is applied to purchases. • Receive goods shipments. • Help develop and implement a new inventory management system for teaching laboratory consumables.
Health and Safety Administration	• Ensure health and safety documentation is maintained and provided for practical class sessions. • Implement and maintain formaldehyde monitoring and reporting system for anatomy teaching and preparation facilities. • Help prepare for scheduled facility inspections.

Qualifications and Experience

Qualifications:	• Valid driver's licence • Tertiary animal science related qualification preferred
Experience:	• Low stress handling techniques for small animals (dogs) • Comfortable with euthanasia of healthy companion animals

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- Comfortable viewing and handling animal tissues
 - Safe lifting/carrying techniques and ability
 - Procurement and inventory management would be an advantage
 - Health and safety administration experience would be an advantage
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Capabilities - *Technical*

Laboratory Practice Essential

- Consistently maintains laboratory facilities/equipment and teaching equipment/materials to high standard of safety, hygiene, tidiness, and functionality.
 - Maintains high degree of organisation and record-keeping for all teaching equipment/materials.
 - Operational knowledge to recognise potential issues and apply appropriate method to identify cause and manage solutions.
 - Able to prepare laboratory and relevant equipment for tasks/activities as required.
 - Ensures laboratory supplies/equipment are stored and used appropriately in line with safety and quality standards.
 - Ensures laboratory supplies are ordered from preferred suppliers and managed in accordance with good laboratory practice.
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Accuracy and Attention to Detail Essential

- Identifies tasks or outputs that require accuracy and detail-level attention.
 - Processes large amounts of detailed information with good accuracy.
 - Utilises specific approaches and tools for checking and cross-checking outputs.
 - Develops and uses checklists to ensure that information goes out error-free.
 - Accurately gauges the impact and cost of errors, omissions, and oversights.
 - Learns from mistakes and applies lessons learned.
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Priority Setting Essential

- Understands own role priorities on a day-to-day basis.
 - Performs at least 2-3 concurrent activities without reducing productivity.
 - Completes current work according to assigned priorities.
 - Recognises changing demands and priorities; validates changes with management.
 - Responds to day-to-day operational priorities while still making progress on project work.
 - Obtains information about how current assignments contribute to organisational goals.
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Digital Skills Desirable

- Ability to learn and use core Massey University systems, e.g., 'Technology One' purchasing software
 - Proficient in the use of Microsoft Word, Excel, Outlook and PowerPoint
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	• Developing proficiency in the use of SharePoint (Create new, open, edit, save) • Performs file management tasks such as folder management and controlled document administration.
Technical Management Desirable	• Seeks opportunities for continual learning to maintain technical competence in pursuit of technical excellence. • Provides effective technical solutions to routine functional challenges via sound technical competence, effectively examining implications of events and issues. • Applies current procedures and technologies to help resolve technical issues in one's general area of technical competence. • Effectively performs the technical job aspects, continuously building knowledge and keeping up-to-date on technical and procedural job components. • Applies technical operating and project standards based on achieving excellence in delivered products, technologies and services. • Helps others solve technical or procedural problems or issues.

Capabilities - Behaviour

Communication Essential	• Written and oral communications that produces clear and complete communication for stakeholders • Analyses audiences to understand their composition and perspectives. • Recognises which communications need to be formalised to provide clarity, including when escalation is required. • Conducts discussions in a respectful manner, that are sincere and professional. • Adapts listening and facilitation styles to others' communication styles.
Working Together Essential	• Works with key stakeholders internally and externally. Knows when to apply confidentiality. Works with key stakeholders internally and externally. Applies confidentiality when required. • Adapts interaction style appropriate to different situations and people. • Understands the factors for high performance, and creates positive partnerships and cohesive teams • Works to understand alternative points of view to guide productive working relationships.
Continuous Transformation Essential	• Implements new systems, procedures and tools efficiently when changes occur in the work environment. • Works with agility, adjusting current working processes or adopting new approaches in response to changes in the organisation environment. • Seeks challenging opportunities or assignments to grow and develop one's own knowledge, skills and abilities. • Uses digital tools to innovate programme, processes, systems or services. • Communicates and analyses assumptions about a particular issue with colleagues to gain new perspectives or more effective solutions.

Delivering Results Essential

- Maintains focus on critical work and expectations.
- Able to track and complete agreed work in planned timeframes.
- Takes responsibility for escalating issues that impact on planned work and outcomes.
- Documents how results were obtained to support knowledge transfer and best practices.
- Supports self during change by remaining flexible, focusing on the positives, and proactively seeking out opportunities to get involved.

Service Centric Essential

- Acts with the internal/external stakeholder or customer in mind, seeks to understand and deliver on customer perceptions and expectations.
- Able to respond to common stakeholder queries and problems or escalate if required.
- Responds to unexpected stakeholder requests with a sense of urgency and positive action.
- Provides a level of customer centric service excellence that contributes to the department's objectives.

Pre-employment checks

Essential

- Requirement to pass Driver's Licence Check.
 - Requirement to pass a Qualifications Validation Check.
 - Requirement to pass a Criminal and Traffic Convictions (Security) Check performed by the Ministry of Justice.
 - Requirement to pass a Pre-employment Health Check.
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