

# Senior Technician

Every day, people across Unitec are working with our students, enterprises and communities because we care about making lives better.



## Position purpose:

The Senior Technician is responsible for managing the daily operations of the science laboratories. This role will manage a small team of Technicians and ensure the maintenance of science facilities, ensuring a high standard of support and expertise is available to a wide range of programmes. The Senior Technician plays a vital role in the overall safety at Unitec campuses and facilitation of the development of the teaching and learning resources in the laboratory spaces.

| Key Areas                         | Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Expected Outcomes                                                                                                                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Laboratory Operations</b>      | <ul style="list-style-type: none"><li>• Ensure the laboratory spaces are kept clean and tidy and display boards/notices are current</li><li>• Manage chemical and equipment inventory</li><li>• Ensure laboratory fixtures and fittings maintenance is carried out in a timely fashion</li><li>• Ensure scientific equipment is current, operational and that scheduled maintenance is carried out</li><li>• Ensure business processes and Standard Operating Procedures are present and current</li><li>• Be familiar with the Health and Safety requirements and responsibilities</li><li>• In collaboration with the relevant APM / Head of School role, identify future science-related equipment purchases including CAPEX</li><li>• Ensure collaboration between campuses occurs where sharing of equipment and cover for sickness is required</li></ul> | <ul style="list-style-type: none"><li>• Effective operations of laboratories</li><li>• Agreed tasks met within required scope and timeframe</li><li>• Processes and maintenance requirements are adhered to</li></ul>            |
| <b>Technical Learning Support</b> | <ul style="list-style-type: none"><li>• Provide technical support and advice to academic staff</li><li>• Prepare resources for practical classes both in the laboratory and in the field</li><li>• Support the development of laboratory, health, animal and environmental sciences teaching and learning resources</li><li>• Assist in carrying out a range of technical and administrative tasks necessary for the running of the workshops, laboratories and teaching spaces.</li></ul>                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Technical learning support expectations are met</li><li>• Agreed tasks met within required scope and timeframe</li><li>• Processes and maintenance requirements are adhered to</li></ul> |

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| Key Areas                                     | Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                | Expected Outcomes                                                                                                                                                             |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adherence to policies and procedures</b>   | <ul style="list-style-type: none"> <li>Ensure compliance with academic quality and administration deadlines</li> <li>Contributing to the Schools ongoing evaluation and improvement of curriculum and Teaching and Learning practices</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>Unitec policies and procedures are adhered to</li> <li></li> </ul>                                                                     |
| <b>Relationship Management</b>                | <ul style="list-style-type: none"> <li>Maintain professionalism and work effectively and cooperatively with staff and partners across the organisation</li> <li>Ensure a professional relationship with students and visitors using laboratory spaces</li> <li>Develop and maintain relationships with key industry stakeholders, securing sponsorship where appropriate</li> </ul> | <ul style="list-style-type: none"> <li>Creates and maintains effective working relationships</li> <li>Outcomes are agreed, aligned, communicated and within budget</li> </ul> |
| <b>Other Tasks/Projects</b>                   | <ul style="list-style-type: none"> <li>Achieve other task/project related goals and performance objectives as assigned by and agreed with your Manager</li> </ul>                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Agreed tasks met within required scope and timeframe</li> </ul>                                                                        |
| <b>Performance and Development Management</b> | <ul style="list-style-type: none"> <li>Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy</li> </ul>                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy</li> </ul>      |

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| <b>Health and Safety</b> | <ul style="list-style-type: none"> <li>You will demonstrate commitment to Unitec's health and safety policies and procedures and take reasonable care to look after your own health, safety and wellbeing at work, your fitness for work, and the health, safety, and wellbeing of others.</li> <li>You will be required to report any potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.</li> <li>Promotes a culture of wellbeing and safety, including safe working practices and behaviours and sustainable environmental practices.</li> <li>Models safe work practices and behaviours.</li> <li>Identifies and minimises business risks and compliance issues.</li> <li>Partners with the Health and Safety team to align strategies and drive the wellbeing and safety culture.</li> </ul> | <ul style="list-style-type: none"> <li>Unitec's Health and Safety measures are met or exceeded.</li> <li>All risks effectively managed and no compliance issues.</li> <li>Processes and culture reinforce Unitec Kaupapa.</li> </ul> |
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| <b>Role Specific Health &amp; Safety Requirements</b> | <p>In addition, the Senior Technician is required to have:</p> <ul style="list-style-type: none"> <li>A general knowledge of the hazardous properties of all substances managed or used in the laboratory, including a general knowledge of the likely hazardous properties of substances being synthesized, in order to prevent or manage the adverse effects of those substances; and</li> <li>General knowledge of;             <ul style="list-style-type: none"> <li>Precautions for handling the Hazardous Substances managed or used in the laboratory; and</li> </ul> </li> </ul> <p>Disposal of those substances in accordance with the relevant Code of Practice</p> | <ul style="list-style-type: none"> <li>Unitec's Health and Safety measures are met or exceeded</li> <li>All risks effectively managed and no compliance issues</li> </ul> |
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| <b>Unitec Kaupapa</b> | <p>Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows;</p> <p><b>Our Partnership</b></p> <ul style="list-style-type: none"><li>• Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki</li></ul> <p><b>Our Purpose</b></p> <ul style="list-style-type: none"><li>• Led by Te Noho Kotahitanga we manaaki the success of our students and communities</li></ul> <p><b>Our Success</b></p> <ul style="list-style-type: none"><li>• Improve the success of all learners, achieving parity for Māori, Pacific and Under 25s by 2024, enhancing the success of International learners and Disabled learners, and serving the educational needs of Tāmaki Makaurau</li><li>• Provide high quality learning, teaching and applied research to develop work-ready lifelong learners</li><li>• Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</li><li>• Build a financially sustainable organisation to invest in the future with an annual operating surplus</li></ul> <p><b>Our Values</b></p> <ul style="list-style-type: none"><li>• Rangatiratanga (Authority and Respect)</li><li>• Wakaritenga (Legitimacy)</li><li>• Kaitiakitanga (Guardianship)</li><li>• Mahi Kōtahitanga (Co-operation)</li><li>• Ngākau Mahaki (Respect)</li></ul> <p><b>Our Way</b></p> <ul style="list-style-type: none"><li>• A dynamic community of learners engaged in a culture of open inquiry</li></ul> | <p>Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders.</p> |
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## What you will bring

### Role Related Experience

#### Essential

- An understanding or desire to learn Te Reo Māori, Tikanga Māori and the values and practices of Kaupapa Māori
- Evidence of active engagement in building diverse, inclusive and equitable work places/environments
- A science degree, preferably majoring in Chemistry, Biological Sciences or Animal Sciences
- Knowledge and practical application of the Health & Safety at Work Act
- Ability to coach, mentor and develop effective teams and team relationships that foster collaborative practice
- Experience of managing staff in an environment requiring high levels of health and safety compliance and customer service delivery
- Demonstrated skills and experience in team building and development of a high performing team
- Experience working with tertiary students and/or academic staff in a supervisory role in a tertiary environment
- Ability to self-reflect and to consider peer and supervisor feedback
- Ability to respond to a wide variety of situations with professionalism and timeliness
- Relevant registration with professional body (where applicable)
- Excellent written and oral communication skills

#### Desirable

- Strong Industry networks

### Leadership competencies required

- **Fosters a Student-Centred Whānau**  
Building strong customer and student relationships and delivering solutions to the Unitec whānau
- **Engages with Difference**  
Harnesses the value that different perspectives and cultures bring to Unitec
- **Collaborates**  
Building partnerships and working collaboratively with others to meet shared objectives
- **Builds Trust**  
Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Ensures Accountability**  
Holding self and others accountable to meet commitments
- **Develops Self-Awareness and Reflective Practice**  
Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
- **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**  
Takes responsibility as a partner in living Te Noho Kotahitanga
- **Cultivates Curiosity and Innovation**  
Examining the status quo, identifying opportunities and introducing real world solutions for improvement

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## Financial Authority

|                                                                  |    |
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| Budget owner                                                     | No |
| Delegated Financial Authority as per Unitec's Delegations Policy | No |
| Responsible for new employee hire                                | No |

## People Management

|                                                                     |                                      |
|---------------------------------------------------------------------|--------------------------------------|
| Number of Direct Reports:                                           | 2-5 (plus Casual staff, if required) |
| Number of Indirect Reports                                          | Nil                                  |
| Responsible for contract staff, and/or coaching, training of others | Yes                                  |

## Dimensions of the position

|                          |     |
|--------------------------|-----|
| Safety sensitive role:   | Yes |
| Children Act applicable: | Yes |

## Position Contacts and Relationships

| Internal                                                               | External                       | Committees/Groups |
|------------------------------------------------------------------------|--------------------------------|-------------------|
| Internal staff and stakeholders                                        | External stakeholders          | As required       |
| Students                                                               | Industry networks              |                   |
| Academic Staff                                                         | Academic Associations / Bodies |                   |
| Support Staff                                                          | Parents / Stakeholders         |                   |
| Heads of Schools                                                       |                                |                   |
| Academic Programme Managers                                            |                                |                   |
| Facilities Management                                                  |                                |                   |
| Health & Safety Team                                                   |                                |                   |
| The role reports to the <b>Head of School, or other, as delegated.</b> |                                |                   |