

Position Description



Position title	Technical Team Leader – Ecology and Field
Department/School	Technical Services
Faculty/Division	Faculty of Science
Reports to (Title)	Technical Manager
Direct reports	Senior Technician, Technician, Technical Assistant
Children's Worker (Vulnerable Children Act 2014)	Not applicable

The University of Auckland as an employer

An inspiring place where, every day, exceptional people directly contribute to shaping lives and society.

DIFFERENTIATORS

What we have:

Reputation, prestige and global reach. Stimulating environment. Size and complexity of opportunities and challenge. Cutting edge resources. Financial strength and stability.

What we offer:

Scale and breadth; of roles, challenges and personal and professional opportunities to thrive. Flexibility (i.e. hours, parental support). Diversity of cultures. Lattice development and self directed continual learning.

How we do it:

Empower, support and reward individual excellence and performance within a framework of collaboration and a shared common purpose.

Who we are:

Intelligent, interesting and passionate people, who care deeply about contributing ideas and critical thinking. Inclusive and equitable employer.

Why we do it:

Supporting students to grow into confident citizens. Pride in contributing (individually and collectively) to world-class teaching and research, social contribution and advancement of knowledge. Developing leaders for tomorrow.

PILLARS

Personal growth and collaboration.

Enabled to be myself, achieve personal growth and fulfillment, and **connect** with high calibre, intelligent people who are leading in their field.

An **inspiring environment** that challenges you to excel at the highest level and **values innovation and achievement**.

An organisation where we inspire each other to **contribute** to advancing **learning, research and social outcomes**.

VALUES

Excellence

Respect

Service

ABOUT THE FACULTY or DIVISION

The Faculty of Science

The Faculty of Science at the University of Auckland is the leading science faculty in New Zealand and one of the largest in Australasia sitting comfortably with the top echelon of science faculties world-wide. It undertakes world-class research across the physical, biological and computational sciences and offers a wide range of subjects and specializations to more than 8,000 undergraduate and postgraduate students studying across 10 different schools and departments.

The Technical Services Team

The Faculty of Science's Technical Services Team comprises over 100 technical staff providing specialist support to the Faculty's academic staff and students across 9 of the 10 Departments. They contribute technical knowledge and expertise to research and teaching activities while ensuring the ongoing operation and compliance of a vast range of laboratories, workshops, teaching facilities, research equipment, vehicles and boats.

The Portfolio

School of Biological Sciences

This position primarily supports the School of Biological Sciences (SBS). SBS currently employs 150 academic staff, with over 160 research students and 1000 undergraduate and coursework students, incorporating diverse research activities organized into three key discipline areas: Ecological and Evolutionary Biology; Biomedical and Human Biology; Cellular, Molecular and Physiological Biology.

MAIN PURPOSE OF THE POSITION

To provide technical support and management to research and teaching in the Ecological and Evolutionary Biology Group, which specializes in biosecurity, biodiversity, and conservation with extensive field work across terrestrial and marine ecosystems.

WHAT YOU ARE EXPECTED TO DELIVER

Strategy and Planning	• Contribute to the development of the strategic and annual operational plans for technical services for the school/department or faculty/LSRI • Implement school/department/Faculty/LSRI technical strategies and plans • Responsible for the implementation of operational plans for the functional area, ensuring alignment with the wider faculty and University strategic and annual plans
Staff Leadership	• Provide leadership, mentoring and direction for professional staff in their technical services team and encourage behaviours aligned to the development and maintenance of a culture that is inclusive, flexible and encourages excellence • Provide effective and efficient people management and mentoring through the Tupu process • Ensure staff develop a good level of university awareness relevant to their position including knowledge of appropriate university policies, procedures and regulations • Ensure staff have the appropriate level of responsibility, training and resources to perform their job effectively and achieve agreed goals • Work collaboratively toward continuous improvement processes throughout the Department/School and with other technical teams • Use and promote operations management principles to ensure the continued function, productivity, quality, efficiency, and compliance (including containment) in areas of team responsibility
Specialist Portfolio	Ecology Specialisms • Manage technical support of research and teaching in the Ecological and Evolutionary Biology group, which specializes in biosecurity, biodiversity, and conservation with a range of field work (terrestrial and marine). • Manage field activities within the School of Biological Sciences Field work - planning and preparation • Provide expert advice and approvals on all field activities • Contribute to development and improvement of procedures involved in field work • Undertake complex field site and activity assessments • Provide advice and assist with preparation of permit applications and/or ethics proposals as required

	Field safety • Provide vetting and approval of all field activity proposals within the School of Biological Sciences as delegated by the Head of School • Develop Field Activity Management Plans to manage the health & safety aspects of field activities • Provide health & safety advice as a subject matter expert on specialized aspects of field activities (low to high risk) • Maintain relevant and up to date expertise, skills, and knowledge on field activity safety • Monitor and supervise the health & safety of field activities, promptly enforcing compliance or raising concerns to the Technical Manager Field work –while in the field • Undertake field activities in accordance with field activity plans, health & safety plans, and permit conditions • Supervise or undertake safe, secure, and effective deployment of equipment, field sites and installations • Provide leadership, coaching and direction to others while in the field, as required • Enforce health and safety field trip compliance • Support or assistance to teaching field trips in remote locations may be required (occasionally requiring to be away from home for up to 2 weeks at a time) Other: • Provide specialist knowledge and training in the fields of Ecology, Behaviour, Conservation, Species Management, Biosecurity, Biodiversity and related fields • Contribute to contingency planning and support emergency incident response • Responsible for maintenance of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) information, permits, logs and communications with DoC and MPI staff • Manage technical support of animal welfare in assigned areas, ensuring compliance with Animal Ethics Committee requirements and other relevant welfare entities
Teaching Assistance/Instructional Demonstration	Coordination of Teaching Support • Responsible for the planning and preparation of the practical elements supporting the field-based teaching courses • Coordinate and allocate technical support for teaching activities Maintenance • Ensure teaching facilities are clean, tidy and organized as per standard operating procedures and instructions • Ensure all equipment and facilities are regularly checked to be safe and in working order • Ensure all consumables and materials are stocked appropriately to meet planned activities Preparation • Coordinate and ensure successful setup, operation, and pack-down of teaching activities • Teach and coach Teaching Assistants on operation of teaching sessions and associated equipment, techniques and software • Obtain permits for controlled drugs and risk biologicals for teaching labs

	• Test protocols before teaching session delivery, including problem resolution Teaching delivery • Demonstrate technical equipment, techniques and software, • Responsible for the successful technical delivery of practical teaching sessions Development and planning • Assist course coordinators with the design and planning of teaching activities and materials requiring technical input, • Test new experiments and activities for the ongoing development of teaching sessions Supporting outreach activities • Contribute to exhibitions, public open days and outreach to schools
Facility/Workspace	• Manage the ongoing operational and management requirements for assigned facilities • Ensure all consumables and materials are purchased and stocked appropriately to meet planned activities and undertake inventory functions and any due diligence (financial and regulatory) as required • Liaise regularly with facility users to arrange appropriate storage or disposal of equipment, work, materials, substances, and samples • Ensure assigned facilities are maintained to a high standard ensuring ongoing functionality, availability to users, and regulatory compliance • Liaise with Property Services/service providers and contractors to remediate any infrastructure issues • Supervise staff and students in the day-to-day operation of the facility • Provide induction training for all users of the facility and contractors to ensure H&S and operational protocols are communicated and understood • Develop a good working knowledge of the financial aspects of the facility and contribute to pricing, costing and budgeting exercises • Provide operational budgeting information for the ongoing operation of the facility • Contribute to the ongoing development of facilities, providing input into CAPEX proposals and business cases as required
Research Specific	• Develop and document current and new methods and protocols for research • Contribute to research publications, seminars and conferences where required • Provide specialist advice and support to researchers and postgraduates in their research activities • Participate in research programmes led by academic staff in assigned areas
Containment and Hazardous Substances	• Understand and comply with containment requirements • Contribute to the development of protocols and processes with Hazard Containment Manager for containment facility • Manage compliance with regulatory bodies such as Ministry for Primary Industries for Containment practices, hazardous substances regulations, Work Safe and UoA safety policies and practices • Coordinate inventory of Hazard chemicals and HSNO register of biologicals within portfolio

	• Approve lab purchase orders using the agreed purchasing and inventory system • Function as the DLP (delegated lab person) responsible for validation and control of purchase requests for hazardous and restricted biologicals on behalf of multiple stakeholders and ensuring quality and health standards are adhered to • Responsible for compliance of orders with Ministry of Primary Industries, hazardous substance, Ministry of Health and ethical regulations • Practice and ensure safe storage, use and disposal of organisms and substances covered by these regulations and ensure correct record keeping • Responsible for safety and containment audits and follow up corrective actions for assigned facilities working with Faculty facilities staff and technical staff as appropriate
Equipment	• Maintain assigned equipment by undertaking or arranging scheduled maintenance, repairs, calibration, testing, and upgrading of hardware and software to ensure optimal functionality, availability for use, and reliability of data produced • Develop and document methods and protocols for the standard and customized use of equipment • Maintain and apply a good working knowledge of equipment, software, and methods, keeping up to date with scientific and technological development • Instruct, supervise and assist staff and students with the operation of equipment, software and sampling, preparation and analytical methods • Maintain records of equipment usage, performance, and maintenance for key equipment items • Keep accurate, up to date records of equipment lent out and communicate effectively with users to ensure equipment is returned complete and in a timely manner • Report the performance (operational and financial) and usage of key equipment items periodically • Develop a good working knowledge of the financial aspects of the equipment operation and contribute to pricing, costing and budgeting exercises • Lead the ongoing development of equipment inventory and capability in area of responsibility, providing input into CAPEX proposals and business cases as required • Provide effective life cycle asset management of equipment, from purchase to disposal, by following established asset management protocols
Specialist procurement	• Research new equipment/make recommendations • Recommend the best product, machine or instrument • Establish relationships with suppliers • Advise on purchasing of components and materials
Health and Safety	• Responsible for implementing Health and Safety performance standards for their specific area of responsibility and monitoring these standards on an on-going basis • Ensure that risk assessments in assigned areas of responsibility are carried out and then approved • Ensure that the risk assessments are recorded, regularly reviewed, updated and shared with affected people • Ensure that staff reports receive induction, training, resource, advice and support and are supervised until deemed competent

	• Ensure that staff are aware of and adhere to the University's Health and Safety Policy, protocols and local arrangements • Ensure the security of the lab to meet lab requirement • Undertake Health and Safety audits of the lab • Provide specialist induction to staff and students in assigned areas
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KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES	
Qualifications	Essential: • Postgraduate degree in Ecology or relevant field • Full Drivers License Preferred: • MSc or PhD in Ecology or related field • Possess or be willing to obtain a first aid certificate (Outdoor)
Experience	Essential: • At least 7 plus years' experience as a Senior Technician in a complex research or teaching facility • At least 2 years' experience in field work • 1-2 years staff and/or operations management experience in a complex technical or research environment • At least 2 years' experience of coaching or mentoring an individual or small team of people • Sound working knowledge of health and safety practice Preferred: • 5+ years' practical experience with health & safety compliance particularly in outdoor/field based activities • Experience working in animal care or husbandry • Previous experience working in a tertiary environment • Both marine (i.e. boating, diving) and terrestrial experience is preferable or a strength in one with a willingness to develop into the other • Experience managing and organizing field trips for large groups • Experience working in remote areas • Experience working in a containment facility
Skills and Knowledge	Essential: • Effective level of oral and written English language skills • Ability to understand and interpret relevant policies and procedures into role requirements • Ability to identify, assess and lead problem solving processes • Strong computer skills Preferred: • Excellent time management • Excellent interpersonal skills and able to work both independently and as part of a team • Strong attention to detail and ability to provide accurate record keeping
Leadership Capabilities	<i>Refer to the Leadership Framework (at the back of this document)</i>

The five leadership dimensions and associated capabilities (5D Leadership) reflect and encourage a culture of distributed leadership for all staff. The Leadership Framework is an important part of how we attract, select, develop and enable staff achievement.

For the annual Professional Staff performance and development planning and review process (Tupu), you and your manager will choose the appropriate capabilities as outlined in the [Tupu process](#).

KEY RELATIONSHIPS

Internal:

- Academic staff and students
- Other staff
- Shared Transaction Centre
- Health, Safety and Wellbeing including Hazards and Containment Manager
- Human Resources
- Property Services
- Involved in relevant communities of interest

External:

- External suppliers and service agents
- Department of Conservation
- Other educational institutions

DELEGATED AUTHORITY

Human Resources

- Has full supervisory / managerial responsibility, includes allocation of work, accountability for their outputs, quality etc., and review of their performance and development

HEALTH AND SAFETY

All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.

Staff will:

- Ask for assistance if they are unsure what to do
- Make themselves aware of and follow the contents of the University's Health and Safety Policy, standards and guidelines
- Undertake all health and safety training and induction, as required
- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee)
- Ensure that all appropriate personal protective equipment is worn or used as required
- Familiarize themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others

OCCUPATIONAL HEALTH

The following aspects of the role require a good level of health and fitness, or involve risks to health in some pre-disposed individuals, and require referral for a pre-employment health assessment and/or ongoing health surveillance.

- May be required to have immunological status checked and updated as necessary as potential exposure to human pathogens is anticipated
- High level of fitness and ability to negotiate a high variety of terrains

FINANCIAL RESPONSIBILITY

Budget Expenditure

- No authority to commit to expenditure.

Purchase Orders

- No authority to approve or issue purchase orders

Purchase Card (P-Card)

- Monthly limit of \$10,000 and per transaction limit of \$2,000

Correspondence

- No authority to sign external correspondence

TABLE ONE: 5D LEADERSHIP CAPABILITIES

These capabilities are for Professional Staff (except Senior Leaders) and Academic Staff: Lecturer, Research Fellow, Senior Research Fellow, Professional Teaching Fellow and Senior Tutor

Dimension	Capabilities
 Exhibiting Personal Leadership Rangatiratanga Role modelling leadership behaviours to engage others and support the University's values and aspirations.	Personal Attributes: Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships. Interpersonal Effectiveness: Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
 Setting Direction Mana Tohu Establishing and committing to plans and activities that will deliver the University's strategy.	University Awareness: Displays an understanding of the international and commercial context in which the University operates and how the University works to successfully achieve results. Planning & Organising: Establishes courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to a successful work/project/research team. Stakeholder Service: Ensures that the service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.
 Innovating and Engaging Whakamatāra Identifying, creating and responding to relationships and opportunities to improve and progress the University.	Relationship Building: Establishes and maintains effective working relationships with stakeholders inside and outside the University, using an appropriate interpersonal style to advance the University's objectives. Facilitating Change & Innovation: Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/services.
 Enabling People Hāpai Developing self, others and teams so they can realise the University's strategy and values.	Scholarship / Professional Development: Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University. Valuing Equity: Works effectively to support the University's commitment to Māori, Te Tiriti o Waitangi and equity, and values the capabilities and insights of individuals (both inside & outside the organisation) with diverse backgrounds, styles, abilities, and motivation. Coaching and Developing Others: Provides feedback, instruction, and development guidance to help others (individuals and teams) excel in their current or future responsibilities; plans and supports the development of individual/team skills and abilities. OR Leading Teams: Uses appropriate methods and interpersonal styles to develop, coach, motivate, and guide the work/project/research team to attain successful outcomes and objectives.
 Achieving Results Whai hua Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.	Decision Making: Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences. Delivering Results: Sets high objectives for personal/group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals managing resources responsibly; seeks continuous improvements.