

Position Description



Position title Te Tūrangā	Senior Research Technician
Department/School Tari/Kura	School of Pharmacy
Faculty/Division Kāpeka/Rōpū	FMHS
Reports to (Title) Ripoatatia ki	Dr Jarred Griffin
Direct reports Ngā Ripoata	None
Children's Worker (Children's Act 2014) Kaimahi Tamariki	Not applicable

THE UNIVERSITY OF AUCKLAND | WAIPAPA TAUMATA RAU AS AN EMPLOYER

Our Purpose | Tō Mātou Pūtake Nui

We create globally transformative impacts through our distinctive strengths in world-leading research, scholarship, teaching and collaborative partnerships, inspired by our unique position in Aotearoa New Zealand and the Asia-Pacific.

Our Values | Ō Mātou Uara

Our values are lived through our behaviours and actions, with strong and enduring commitments to open intellectual inquiry, collaboration, creativity, and equity and diversity.

RESPECT AND INTEGRITY

EXCELLENCE

SERVICE

Our Te Ao Māori Principles | Mātou Mātāpono I Te Ao Māori Mahi

Our fundamental principles reflect our foundational relationship with tangata whenua and our commitment to Te Tiriti o Waitangi.

MANAAKITANGA

Caring for those around us in the way we relate to each other.

WHANAUNGATANGA

Recognising the importance of kinship and lasting relationships.

KAITIAKITANGA

Valuing stewardship and guardianship and our relationship with the natural world.

Read more about our purpose, vision and values in [Taumata Teitei – Vision 2030 and Strategic Plan 2025](#)

ABOUT THE FACULTY or DIVISION | MŌ TE KĀPEKA, RŌPŪ RĀNEI

The Faculty of Medical and Health Sciences was established in 1968 as The University of Auckland School of Medicine. Since then the Faculty has grown and developed into a large and diverse Faculty with Schools of Nursing, Pharmacy, Population Health, Medical Sciences and Medicine, including Auckland, South Auckland and Waikato clinical schools.

The Faculty has over 4000 students and 1000 staff committed to improving the health of our local, national and global communities through excellence in teaching, research and service in a faculty rated in the top one percent of biomedical universities in the world.

*The University of Auckland, Waipapa Taumata Rau is committed to the **revitalisation of our indigenous language Te Reo Māori**. You will see Te Reo Māori headings and text used in a variety of documents including this. Candidates are not expected to bring this knowledge. Staff are supported in their learning at all levels.*

MAIN PURPOSE OF THE POSITION | PŪTAKE MATUA O TE TŪRANGA

We are seeking a Senior Research Technician to support Dr. Jarred Griffin's research within Professor Darren Svirsakis' lab group at the School of Pharmacy, Faculty of Medical and Health Sciences. The position is available immediately.

As a Senior Technician, you will provide specialist and advanced technical support for staff and students across a range of essential research operations. Your primary responsibilities will include assisting with surgeries, behavioral testing, histology, and routine laboratory work in spinal cord injury research. This research focuses on developing and testing therapeutic interventions to restore function after paralytic injuries. Additionally, you will play a key role in lab management and organization.

This is a one-year fixed-term contract, with the possibility of extension. We offer flexible working hours and a supportive, collaborative team environment.

WHAT YOU ARE EXPECTED TO DELIVER | NGĀ WHĀINGA O TE TŪRANGA

Facility/Workspace	• Manage the ongoing operational and management requirements for assigned research fields • 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 researchers to arrange appropriate storage or disposal of equipment, work, materials, substances, and samples • Provide induction training for research group members to ensure H&S and operational protocols are communicated and understood
Research	• Provide specialist advice and support to researchers, independently undertake planning, development work and / or produce research outputs of publishable quality • Support researchers with the collection, assessment, interpretation, and management of data • Develop and document current and new methods and protocols for research • Contribute to research publications, seminars and conferences where required
Containment and Hazardous Substances	• Act as a Designated Lab Person (DLP) where required • Understand and comply with containment requirements • Approve lab purchase orders by SciTrack users • Check compliance of orders with MPI, hazardous substance, Ministry of Health and ethical regulations • Ensure safe storage, use and disposal of substances covered by these regulations, and ensure correct record keeping. Provide advice and training to other staff and students where appropriate • Manage local storage of permit information, approved purchase orders and transfers requiring permits • Assess and, if appropriate, approve transfers, supplier transfers and exports of risk goods and ensure all transfers are appropriately recorded locally • Undertake laboratory inspections as per Containment protocols and / or Guidelines and undertake regular audits for the same as requested
Equipment	• 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 research equipment items • Develop a good working knowledge of the financial aspects of
Health and Safety	• Ensure that all Health and Safety operating procedures and regulations are adhered to • Ensure the security of the lab to meet lab requirements • Provide lab / equipment induction to staff and students • Ensure staff and students are aware of the risks and requirements in the use of specialised scientific equipment

	- Advise on risk assessment and create new risk assessments and safe working methods - Propose and advise on lab safety improvement
Animal	- Maintain high levels of hygiene and compliance in all areas of responsibility - Assist in animal husbandry - Assist in animal experimentation support - Ensure the welfare of animals at all timelines in line with the Animal Welfare Act 1999 and I.A.E.C code of ethical conduct - Assist academics to undertake specialist procedures, e.g. tissue collection, administration of drugs and / or specialised diets - Monitor animal welfare and the security of animal stocks to ethics standards for teaching - Ensure all animals held in facilities are kept in conditions that exceed the requirements of the Animals Ethics Committee and other relevant welfare entities
Cell Culture	- Maintain high levels of hygiene and compliance in all areas of responsibility - Ensure facilities are kept in conditions exceeding required standards - Ability to conduct independent cell culture experiments - Provide training as required
Coaching	- Provide leadership, coaching and direction for students and other technical staff in research group or groups. Work collaboratively with academic researchers in group, providing support and guidance for less experienced research fellows - Model and encourage behaviours aligned to the development and maintenance of a culture that is inclusive, flexible and encourages excellence - Provide performance feedback and coach on a regular basis - Meet with allocated staff on a regular basis and contribute to and document in Tupu. Act as co-planner for Tupu where appropriate
Equity Mana Taurite	Support the University's commitment to Māori, and Te Tiriti o Waitangi
Te Tiriti o Waitangi	Demonstrate Equity behaviours and values aligned to the University Leadership Capabilities framework in all your day to day interactions with the team, stakeholders and the University

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES | NGA PŪKENGA MOTUHAKE

Requirements outlined below refer to the expectations of an appointee in the "target range" for this role. When recruiting, a candidate may be considered for appointment in the "developing range" if they meet some of the requirements, but not others. We are thus open to considering applicants who do not meet all of these requirements.

Qualifications Tohu mātauranga	Essential - MSc or equivalent relevant discipline Preferred: - PhD
Experience Ngā Wheako	Essential: - Established experience in area of at least 5 years - Animal handling, surgery and post-op care, with the ability to work outside normal hours when required. - Experience in explaining and resolving difficult technical issues - Experience in independently designing and implementing complex technical tasks to solve research problems Preferred: - Cell culture and image analysis

	Immunocytochemistry and immunohistochemistry
Skills and Knowledge Pūkenga me ngā Mōhiotanga	Essential: - Animal handling - Clear, open and frequent communication
Leadership Capabilities Pūkenga Hautūtanga	Essential: <i>Refer to the 5D Leadership Capabilities</i> Must demonstrate personal leadership, be able to set direction and prioritise work streams to achieve results in a timely fashion. The role involves engagement with researchers from diverse backgrounds, the applicant must be able to build and sustain functional relationships.
The five leadership dimensions and associated capabilities (5D Leadership Capabilities) 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 | NGĀ WHANAUNGATANGA MATUA

Internal: - Academics - Other technical staff - Technical managers - Students	External: - Stakeholders - Communities of interest
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DELEGATED AUTHORITY | TUKU MANA

Human Resources

No formal responsibility for staff but may act as a coach or mentor for a small group of technical staff.

SUSTAINABILITY AND ENVIRONMENT | TE TOITŪTANGA ME TE TAIAO

Staff must accept responsibility for and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the ongoing improvement of our environmental performance, as identified in our policy and Taumata Teitei – Vision 2030 and Strategic Plan 2025.

This includes:

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions.
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same.
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones.

HEALTH AND SAFETY | HAUORA ME TE HAUMARU

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.
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others.

FINANCIAL RESPONSIBILITY | PŪTEA HAEPAPA MATUA

Budget Expenditure

- Authorised to spend from Manager's operating expenditure budget.

Purchase Orders

- No authority to approve or issue purchase orders.

Purchase Card (P-Card)

- No authority to use a Purchase Card (P-Card)

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.

TABLE TWO: 5D LEADERSHIP CAPABILITIES
These capabilities are for Professional Staff Senior Leaders and Academic Staff: Associate Professor, Professor and Academic Heads

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.	Global & Commercial Acumen: Demonstrates an understanding of the competitive global environment and key market drivers, as well as an awareness of economic, social and political trends that impact the University's strategy, and uses this understanding to create and seize opportunities, expand into new markets and deliver programmes, teaching and learning, research and service. Establishing Strategic Direction: Establishes and commits to a strategic direction for the Faculty/Service and University based on an analysis of information, internal/external drivers, consideration of resources, and organisational values to clearly communicate a compelling view of the future. 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.	Building Strategic Partnerships: Identifies opportunities and takes action to build strategic relationships with stakeholders inside and outside the University to help achieve strategic aspirations and 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. Championing Equity: Leads strategic decision making and implementation for Te Tiriti o Waitangi and equity objectives, and values the capabilities and insights of those with diverse backgrounds, styles, abilities, and motivation. Building Talent and Engagement: Establishes systems and processes to attract, select, develop, engage, and retain talented individuals; creates a work environment where people can realise their full potential, thus allowing the University to meet current and future challenges; coaches and develops others to excel in their current or future position; drives a culture of collaboration and engagement.
 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. Implementing Strategy: Translates strategic priorities into operational reality and drives high standards for own and others' accomplishment; creates alignment to ensure activities produce measurable and sustainable results; tenaciously works to meet or exceed challenging objectives; maintains fiscal responsibilities and seeks continuous improvement for all levels.