

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

**Advanced Technical Officer -
Analytical**

Vision

We will

- Deliver a world-class education and research portfolio
- Provide a full and dynamic university experience which is distinctive in character
- Pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. General

Te Wānanga Pūtaiao The Division of Health, Engineering, Computing and Science (HECS) comprises the Schools of Health, Engineering; Computing and Mathematical Sciences and Science. The Division also has several research units, including the Environmental Research Institute and commercial/equipment units which embody staff and research activities.

The School of Science provides teaching and research in several academic programmes including: Aquaculture, Chemistry, Climate Change, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine Sciences and Molecular and Cellular Biology. The School offers a range of qualifications at undergraduate, and postgraduate levels which are delivered on both the University of Waikato Hamilton campus and the Tauranga campus.

2. Position Purpose

To provide a high quality technical assistance to staff and students using analytical equipment, initially focussed on NMR, but also including ICP-MS and HPLC.

3. Accountability

The Advanced Technical Officer is responsible to the Technical Team Leader – Specialist Services.

4. Functional Relationships:

Internal: Pro Vice-Chancellor for the Division
Dean of the School of Science
Technical Manager
Technical Team Leader, Specialist Service
Academics and research students within the School
Other School staff and students

External: External clients, contractors and suppliers

5. Key Tasks

- Maintain and operate analytical instruments as required.
- Assist staff and students in the operation of analytical instruments.
- Provide specialist analytical advice to staff and students regarding sample preparation and, as appropriate, instrument methodology, design and data interpretation to support research activities.
- Administrative duties e.g., purchasing and invoicing. Quoting for jobs and maintaining relationships with key clients.
- Prepare training guides for instrumentation, SOPs for relevant equipment and processes.
- Actively seek opportunities for inclusion in externally-funded research projects and commercial contracts.
- Develop and implement appropriate booking and data archiving systems for instruments.
- Contribute to Division and University planning and events as required.
- Ability to maintain a clean and functioning laboratory.
- Oversee and implement the School and University OHS policies in the service unit. Ensure that OHS awareness and responsibilities are managed and improved.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual professional goal setting interview with their supervisor. New staff normally attend such an interview approximately three months after taking up their appointment.

6. Performance Standards

The Advanced Technical Officer will be performing satisfactorily when:

- Analytical instruments are maintained to a high operational standard with teaching, research and development supported.
- Instruments are calibrated and working at optimum efficiency.
- Staff and students have timely, reliable access to advice, training and technical support.
- Budgets are produced and maintained.
- Data archiving allows timely access to analytical measurements. Data is stored safely.
- The teaching and research functions of the Schools are supported.
- Areas of responsibility are tidy and consumables and equipment accounted for.

- OHS guidelines are implemented and users are instructed when necessary.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

Educational Qualifications

Essential

- Relevant tertiary qualification.
- Extensive experience in the operation of NMR

Preferred

- PhD in analytical chemistry, or related discipline.
- MSc plus three years industry experience or five plus years industry experience

Training, Skills and Knowledge

Essential

- Relevant extensive work experience.
- Expertise in maintaining and operating analytical instruments.
- Extensive trouble shooting, error diagnostics and problem solving skills
- Experience in supporting research requiring analytical instruments.
- Extensive experience in ICT skills and analysis and interpretation of data from NMR measurements.
- Experience with training users in the use of analytical instruments.
- Knowledge of relevant legislation.
- Knowledge of OSH requirements.
- Full New Zealand driver's licence or equivalent

Preferred

- Experience in management and operation of analytical equipment within a commercial setting.
- Experience in maintaining and operating other analytical instruments such as ICP-MS and/or HPLC.

Personal Qualities

- Builds and sustains positive and productive collegial working relationships
- Attention to detail and exceptional organisation and time management skills.
- Reliability.
- Ability to work to deadlines.
- Ability to work as part of a team.
- Vision to develop and improve processes, proactive about upskilling.
- Commitment to ongoing professional development to maintain a relevant and up-to-date skill set to successfully operate a range of analytical instruments.
- Conscientious and service driven with a customer focussed positive attitude.
- High level of oral and written communication skills and numerical reasoning.
- Objectivity and sound judgement.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.