

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Technician
<b>Reports To:</b>	Science Team Leader - GenomNZ
<b>Direct Reports:</b>	Nil
<b>Group:</b>	GenomNZ, Digital Agriculture
<b>Grade:</b>	KF14
<b>Key Relationships:</b>	Scientists, technicians, internal and external customers, external suppliers
<b>Location:</b>	Invermay Campus, Mosgiel

## WHO WE ARE

The Bioeconomy Science Institute brings together AgResearch, Manaaki Whenua - Landcare Research, Plant & Food Research and Scion into a single organisation. We are here to support the growth and resilience of the bioeconomy in New Zealand and beyond.

We are passionate innovators, dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and admired by farmers and governmental stakeholders for all that we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch group's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility and mātauranga Māori.

## POSITION SCOPE & PURPOSE

The Senior Technician will be responsible for co-ordinating, applying, and monitoring a range of commercial tests/techniques through varying stages of the DNA genotyping pipeline.

This role requires someone who has the work experience to demonstrate an ability to independently conduct technical duties, including planning, data collection and assessment of results. The work involves some original thought, innovation and problem solving. Generally required to obtain approval from a supervisory role before modifying agreed protocols whilst having responsibility for implementing approved test/service plans.



Bright Minds

Leading the Way

Significance

Balance

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*Genomnz*<sup>™</sup> is a commercial genotyping laboratory within the Bioeconomy Science Institute AgResearch Group ([www.agresearch.co.nz/genomnz](http://www.agresearch.co.nz/genomnz)). Working with the Animal Genomics team, *Genomnz* provides genomic solutions including parentage assignment, genomic relationships and single gene tests for animal breeders and researchers in the agricultural and aquaculture industries.

This position is a pivotal role in all aspects of high throughput sample processing and SNP-based genotyping, supporting timely and accurate delivery of results to our end users.

Specifically, this position requires the person to:

- Undertake a variety of key sample preparation tasks including DNA extraction, quantification, plating and sample archiving.
- Technical support role for all aspects of genotyping using high throughput DNA microarray and sequencing methodology and technology.
- Utilise the laboratory information management system and database to record and extract animal, sample or genotype information.
- Ensure current systems and guidelines for routine commercial laboratory practices are adhered to and identify and set up new systems as appropriate. Includes writing/updating standard operating procedures in line with our accreditation responsibilities under ISO 17025.
- Liaise with other data analysts and customer service staff regarding laboratory workflow.



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## KEY ACCOUNTABILITY AREAS

### RESEARCH AND TECHNICAL IMPACT

- Performs specific components of commercial tests/services directed by a Team Leader and/or Scientist.
- Performs work in areas of readily available data resources and repetitive tasks.
- Coordinates resources and equipment and conducts the operational delivery of commercial tests/services in the laboratory in a timely manner with a high degree of accuracy and quality.
- Performs more complex forms of testing and undertakes specific science work as directed by a Team Leader and/or Scientist.
- Uses established methods or modifies methods, in consultation with a Team Leader or Scientist.
- Applies sound judgement when alternatives are required for standard test methods and techniques.
- Contributes to all aspects of the laboratory process from sample receipt to reporting of findings/commissioning of equipment.
- Assists with establishing test protocols.
- Uses and maintains complex items of equipment to ensure standards are met.
- Provides first level equipment trouble-shooting expertise and liaises with external providers as required to ensure all equipment is operating as expected.
- Works flexibly to accommodate testing that may require tasks to be carried out outside normal working hours (e.g weekends).

### TRAINING AND GUIDANCE

- Actively supports, trains and coaches less experienced technicians and casuals.
- Provides clear instructions and guidance to technicians and casuals concerning testing.
- Interacts with the wider group encouraging a positive, supportive environment, while demonstrating Our Values.

### CONTINUOUS IMPROVEMENT

- Undertakes an innovative approach by researching literature and establishing key relationships in discovering new tried and tested methods or data.
- Follows established methods while also modifying methods when needed to support process improvement, made in consultation with the Team Leader.
- Suggests new areas of investigation and improvement to procedures.



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- Documents new or improved methods in area of expertise.
- Liaises with colleagues to transfer research methodology to a commercial laboratory environment.
- When given the opportunity, liaises with industry groups/clients at conferences or events to encourage technology adoption by industry.


### HEALTH AND SAFETY

- Maintain current knowledge and comply with all AgResearch's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace, coaching and influencing your people to ensure goals are met.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.

### ORGANISATIONAL OBJECTIVES

- Actively participates in developing capability to strive towards our responsibilities as a tiriti partner. This includes, Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees to mitigate inequities.
- Ensures that all information created or received during the course of your work is managed as per AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy."
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support these values on a continuous basis.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.

### INFORMATION MANAGEMENT

- Ensure that all information created or received during the course of your work is managed as per  AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.



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## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- A tertiary qualification in a relevant science discipline.
- Minimum of 3 years relevant practical laboratory experience, ideally in a commercial service testing environment.

### CAPABILITIES & EXPERIENCE

#### Essential –

- Proven skills in conducting laboratory work in a relevant science area (preferably including genetic technologies).
- Confidence in operating, and understanding, complex laboratory equipment and associated software.
- Experience with handling and processing large numbers of samples in an accurate, timely and efficient manner.
- Proficient computer skills with knowledge of Microsoft and Excel.
- Evidence of strong organisational and multi-tasking skills.
- Very detail oriented and committed to delivering work to a high degree of quality.
- Demonstrated experience in the application of scientific methodologies and following rigorous development and documentation procedures when implementing new or revised tests and procedures.
- Experience in sharing knowledge and coaching others within area/s of expertise.
- Experience with safe and effective use of chemicals.

#### Desirable –

- Working knowledge of Microsoft Access
- Background and/or knowledge of New Zealand pastoral agriculture industries.
- A clear understanding of the principles behind intellectual property.
- Familiarity with privacy legislation, open-data principles, and government reporting standards.



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## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Anticipating Problems	Forecasts and detects errors, gaps, and potential flaws.
Detail Focus	Performs work with care, accuracy, and attention to detail.
Leveraging Work Skills	Applies technology and job-relevant abilities to complete work tasks.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Quality Focus	Strives to meet quality standards and produce quality work products.
Customer Focus	Provides courteous, timely, and helpful service to encourage client loyalty.
Safety Focus	Attends to precautions and proper procedures to guard against work-related accidents and injuries.
Solving Problems	Identifies solutions given available information.
Teamwork	Collaborates with others to achieve goals.
Time Management	Plans and prioritises work to maximise efficiency and minimise downtime.

