

DAIRYNZ Position Description

Research Technician

Position

Position Title: Research Technician
Direct Report: Nil
Budget: Nil
Management Position: No

Reports to: Technical Team Leader
Career Level: Team member
Revenue: Nil
Delegated Authority: Nil

Purpose of DairyNZ

Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

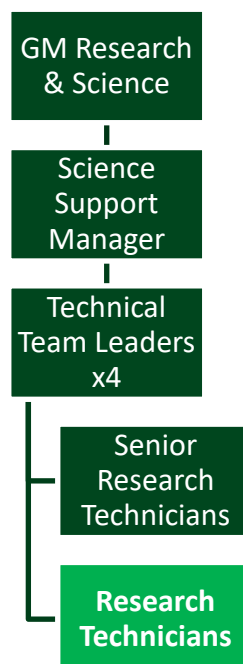
That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

To support the increased productivity on-farm for New Zealand Dairy farmers through supporting research projects, including conduct of research procedures, collation and summary of data, and any other support functions necessary to complete research studies.

Working within a matrix framework across several portfolios, this position will work frequently as a member of a programme or project team, across Research & Science and DairyNZ.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Research	<ul style="list-style-type: none"> • Conduct experimental work according to a protocol • Conduct routine analytical work • Conduct routine data analysis • Record results accurately • Prepare simple reports • Provide technical information to any group member • Animal sampling and handling as per protocols • Monthly herd Testing • Comply with DairyNZ Animal Ethics policy, Animal Welfare Act and Code of Recommendations
Planning & Decision Making	<ul style="list-style-type: none"> • Carry out a range of technical duties and analyses as directed and recognise failures or problems • Determine own day to day work programme to meet set priorities and research objectives in conjunction with group • Work on a number of projects concurrently
Knowledge Transfer	<ul style="list-style-type: none"> • Assist Project Managers/scientists in the preparation of publication material • Attend and assist at conferences, field days and hosting of visitors as required • Shares information, knowledge, and expertise to facilitate DairyNZ success. • Maintains an active involvement in the wider research communities.
General	<ul style="list-style-type: none"> • Completes other duties from time to time as requested

Provides back-up Farm Assistance as required	<ul style="list-style-type: none"> • Assists with ensuring records are maintained • When required, feeds and rears calves, moves stock, • Carries out all animal activities including care and welfare to DairyNZ ethical standards, Animal Welfare Act 1999 and all industry codes of practice • Carries out day to day farm activities, both routine and seasonal as directed
How We Work	<ul style="list-style-type: none"> • Support DairyNZ values and principles: Courage, Credibility, Connectedness and Curiosity. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standards.

Key relationships

Internal	External
Science Support team	Dairy farmers
Research & Science teams	Veterinarians
Project leads	Researchers and staff from other organisations
Developers and Regional teams	Subcontractors and contractors
Other DairyNZ teams	
Health, Safety and Wellbeing Committee	

Qualifications and experience

Essential	Preferred
An ability to recognise problems and refer them to the appropriate person	Farms Systems knowledge
Good written, oral and interpersonal communication skills	Relevant agriculture or science degree or relevant practical experience
Demonstrable competence in computing skills	Practical working knowledge of scientific techniques and methodologies
Self-motivation, drive and initiative	Understanding of the NZ dairy Industry
Ability to work independently and within a team environment	
Good written, oral and interpersonal communication skills	

Career level competencies – Team Member

Competency	Descriptor/Evidence
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
DEVELOPING DIRECT REPORTS AND OTHERS	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; co-operates with the developmental system in the organisation; is a people builder.
DELEGATION	Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports and others finish their own work.

Job specific & technical competencies

Category	Descriptor/Evidence
COMMITMENT TO SAFETY / SAFETY FOCUS	<p>Adheres and role models Health and Safety legislation requirements, SOP and training guidelines; maintains a tidy work environment and machinery is cared for to a high standard. Completes Incident / Accident / Near hit reports and communicates concerns openly, may suggest solutions. Listens to concerns of others, works together with team to action remedies and communicates to other groups that may benefit from shared learning.</p> <p>Adheres to all workplace and trade safety laws, regulations, standards, and practices.</p> <p>Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains emergency supplies and/or personal protective gear.</p> <p>Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation.</p> <p>Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field. Responds positively to safety-oriented feedback.</p> <p>Demonstrates leadership when it comes to safety, encourages and supports others to be safe while at work.</p>
CLEAR COMMUNICATOR	<p>Articulates ideas and intentions clearly and succinctly. Is honest, tactful and diplomatic in interactions. Writes clearly and succinctly; can get messages across that have the desired effect.</p> <p>Able to articulate project purpose or actions in layman's terms to others in an informal setting.</p> <p>May contribute to scientific reports or articles.</p>
PLANNING AND ORGANISING	<p>Project involvement is allocated by others, able to plan own day and tasks to fit with team activities. i.e, work is set, but order of activity is not. Able to work on a number of projects concurrently, and plan own work routine.</p> <p>May plan trial rosters and gain peoples buy in and participate.</p>
ATTENTION TO DETAIL (DATA RECORDING)	<p>Designs data entry tools; can identify errors or anomalies and shares concerns with team leader. Looks for the immediate solution.</p>

	May develop basic summaries for Biometrician and low level reporting. Is thorough in accomplishing a task Monitors and checks work or information and plans and organises time and resources efficiently. Checks for accuracy, maintains consistently high standards, including using resources efficiently.
KNOWLEDGE OF RESEARCH METHODOLOGIES	Is developing the skills and understanding associated with key aspects of research development, planning and implementation. Understands the importance of data quality and integrity. Follows instructions, develops or contributes to new SOP's or guidelines. Is able to: <ul style="list-style-type: none"> • Conduct experimental work according to a protocol • Record results accurately • Conduct routine analytical work • Conduct routine data analysis • Prepare simple reports • Provide technical information to any group member May attend the experimental planning meetings.
PRESENTATION SKILLS	Developing presentation skills Is developing the ability to present project purpose or actions to peers in a succinct and effective manner.
PROJECT MANAGEMENT	May lead or co-ordinate a practical component of a trial such as resource co-ordination, rostering of staff, in order to meet specific guidelines shared by scientist or team leader.
TECHNICAL LEARNING	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact.
PROBLEM SOLVING	Can think on your feet, adapt and make changes/improvements at meetings and during practical tasks if necessary
OPERATING EQUIPMENT & VEHICLES INCLUDING MOTORBIKES, QUADS AND TRACTORS	Able to drive a manual vehicle safely. Able to coach others in best practice and teach others. May hold responsibly for maintenance. Uses tools, machines and vehicles to transport goods or people safely. Learns the function, purposes, and limitations of new equipment, and practices using it. Accurately sets up and calibrates tools and machines. Routinely inspects equipment, and adheres to the proper maintenance schedule. Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only, protecting it from damage and misuse. <ul style="list-style-type: none"> • Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again.
BASIC KNOWLEDGE OF THE DAIRY INDUSTRY	<ul style="list-style-type: none"> • Understands and maintains knowledge of the full range of domestic and international issues impacting on New Zealand's Dairy industry; Understanding of key legislative and regulatory requirements relevant to the Dairy industry; gains, maintains and builds on key relationships across the dairy industry to aid reliable information sources.
FARM SUPPORT	<ul style="list-style-type: none"> • Support the farm team with farm activities such as milking, calf rearing, and other tasks during periods of need.