**document no: F-hR01** | issue no: 15 | issue date: 30/07/2024

**role description | Aro Tūranga**

|  |  |
| --- | --- |
| **Title** | Laboratory Technician (Level Two) |
| **Group** | Cawthron Labs |
| **Reporting To** | Team Leader – Chemistry  |
| **Date Prepared/Revised** | 2nd May 2025 |
| **Staff Responsibility** | n/a |

**CAWTHRON PURPOSE | TŌ TĀTOU ŪMANGA**

Our purpose: Impact through world-class science and mātauranga.

Our vision: Creating a better future for oceans, rivers and lakes and the communities that depend on them.

Our outcomes: Healthy Ecosystems - Prosperous blue economy – Thriving people and communities

**CAWTHRON VALUES | NGĀ UARA**



**ROLE PURPOSE | TE TŪRANGA**

|  |
| --- |
| To support testing and research work. |

**KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA**

|  |  |
| --- | --- |
| **Key Result Areas** | **Key Accountabilities** |
| Laboratory Work | * All routine analytical tests, methods and validation procedures, records and test results are completed as required by Laboratory's Quality Systems Manuals.
* Routine tests carried out within the required time frames following best practices.
* Ensure the maintenance and smooth and safe operation of equipment
* Complete housekeeping tasks as required.
* Ensure customer satisfaction is assured effectively, efficiently and courteously.
* Sample preparation
* Care for and maintain equipment and consumables to agreed standards.
* Accurately enter information on computer system
* Actively contribute towards on-going improvements
 |
| Development and Team Work | * Prepare for and participate in performance management process and the Laboratory's regular review meetings.
* Participate in formal and informal training and professional development
* Encourage active communication and listening
* Communicate clearly and professionally with other team members
 |
| Level Two | * Provide assistance and technical training to others
* Key Technical Person signatory for some tasks
* Independently conduct technical duties with regular review
* Undertake complex tests with consecutive or concurrent processes
* Troubleshoot equipment
* Collect and evaluate data and/or research
 |
| Cawthron Citizenship | * Behave in a way that reflects Cawthron’s values.
* Contribute to a safe environment for all people by taking responsibility and action when activities or situations compromise safety and/or well-being.
* Ensure Te Ao Māori values and Te Tiriti obligations are considered and respected across all activities.
* Apply sustainability principles and practices
* Participate in projects and other duties as requested to support Cawthron’s success.
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**FORMAL DELEGATIONS | MĀNGAI WHAKAHAERE**

* [Staffing, e.g. "No formal responsibility for staff"]
* [Financial, e.g. "No authority to commit to expenditure or to enter into contracts"]

**PERSON SPECIFICATION | PŪKENGA Ā-TANGATA**

* Bachelor of Science or equivalent qualification held or studying towards
* Minimum of three years relevant experience in a commercial laboratory environment
* General laboratory skills desirable
* Competent using Microsoft Office and comfortable with basic data entry
* Demonstrable experience using balances, pipettes and laboratory tools desirable
* Knowledge and experience with automated laboratory instrumentation desirable
* Vaccinated, or willingness to be vaccinated, for job specific vaccines as per H&S Procedure Manual.

**WORKING RELATIONSHIPS | NGĀ TINO HONONGA**

|  |  |
| --- | --- |
| **Internal** | **External** |
| * Staff within Team all of Cawthron
* Te Kāhui Āio
 | * Laboratory clients
 |

**Acceptance | Whakaaetanga**

I confirm that this role description identifies key elements of the Laboratory Technician position.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| XX Manager |  | Date |

I accept this role description identifies key accountabilities of the role.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name |  | Date |

NOTE: This role description may be reviewed with the employee during the annual performance review.