Position Title: Assistant Technician
Reports To: Science Team Leader
Direct Reports: Nil
Key Relationships: Scientists, research partners, and external customers
Location: Grasslands Campus, Palmerston North

WHO WE ARE

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’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 Vision Mātauranga.

POSITION SCOPE & PURPOSE

The Assistant Technician will perform a range of routine tasks according to established procedures, instructions and methods. This position provides support to teams of research technicians and scientists by: ensuring that labware is cleaned and maintained, decontaminating waste, preparing sterile media, helping to maintain stocks of lab supplies, maintaining chemical inventories and undertaking other routine tasks, all with attention to detail.
KEY ACCOUNTABILITY AREAS

RESEARCH ASSISTANCE

- Carries out routine tasks that assist fellow Technicians and Senior Technicians to carry out experiments/projects successfully.
- Routinely collects, decontaminates (autoclave or disinfectant), cleans, and restocks glassware, equipment, personal protective equipment (labcoats), etc.
- Prepares batches of sterile (autoclave or filtration) media and aliquots into appropriate volumes.
- Routinely checks central laboratory supplies, then orders and restocks where necessary.
- Help to maintain online chemical inventories.
- Generally works to established routines.
- Conducts routine maintenance and calibrates various pieces of equipment (e.g. water treatment system) in an efficient and accurate manner to ensure they are operating effectively.
- Works flexibly to accommodate experiments that may require tasks to be carried out outside normal working hours (e.g. weekends).
- Prioritises and performs work under instruction and direction of the supervisor.
- Report all concerns or problems noted as soon as possible to the supervisor.
- Maintains clear written data sheets and records as per prescribed formats.
- Maintains appropriate security of data as directed.
- Maintains and develop knowledge of appropriate Technical, Research and Development processes.

HEALTH AND SAFETY

- Maintains current knowledge of AgResearch’s Health and Safety Management policies, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other’s safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.
ORGANISATIONAL OBJECTIVES

- Actively participates in and 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 on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your People Leader.

PERSON SPECIFICATIONS

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

EDUCATION & QUALIFICATIONS

- At least 2 years' experience of working in a laboratory would be preferred.

CAPABILITIES & EXPERIENCE

- Ability to work without direct supervision as and when required.
- The role will support a variety of research teams, so the ability to work in different types of laboratories and technical areas is essential.
- Experience working in an environment that requires an understanding of Health & Safety, requirements when handling materials and substances that may be hazardous.
- Good communication skills, and an ability to understand written and oral instructions of a technical nature.
- Proficient computer skills with knowledge of Microsoft and Excel.
- Experience with safe and effective use of chemicals.
- An eye for detail and stamina to complete repetitive and routine tasks to a high degree of quality.
OUR VALUES

- Exemplifies Our Values
- Supports strategic priorities
- Assumes positive intent
- Is open to new ideas

- Acts with integrity
- Demonstrates credibility
- Appreciates diversity

- Actively seeks out relationships and partnership opportunities
- Works across boundaries
- Priorities shared goals

- Shares information and resources
- Involves others
- Supports others to be successful

- Maintains a best practice mindset
- Emphasis timely and high-quality delivery
- Establishes challenging stretch goals and performance expectations

- Gathers, Compares and evaluates information
- Establishes robust decision-making criteria
- Fully utilises support systems

- Priorities time to innovate
- Takes a future and solution-based approach
- Creates a positive learning environment

- Demonstrates openness to change
- Constructively challenges the status quo
- Emphasises freedom of independent thought
- Assesses risk

- Builds long term relationships with customers
- Provides clear, open and timely communication

- Identifies customer needs
- Commits to realistic delivery timeframes
- Translates initiatives into action

- Takes a longterm, strategic and future oriented perspective
- Focuses on the bigger picture
- Promotes the cross-fertilisation of ideas

- Champions transformational change
- Demonstrates decisiveness
- Commits to ongoing learning and development