### Purpose of Position

The position will provide technical support to a wide range of commercial and research activities undertaken by the Environmental Chemistry and Ecotoxicology group at NIWA to support enhancing the stewardship of New Zealand’s freshwater, marine ecosystems and biodiversity. The position will undertake a diverse range of environmentally-focused research and consultancy projects including, toxicity testing, sediment and water contaminant analysis, risk assessment, contamination of urban receiving environment, and environmental sustainability.

### Scope

While most of the work will be focused in this general area there is an expectation that at times there will also be work in the Water Quality Lab and other groups and disciplines when core commitments permit. The key tasks will include:

- Assisting with toxicity testing using a range of freshwater and marine aquatic species and standardised tests.
- Assisting with the maintenance of algal and invertebrate cultures for toxicity testing.
- Providing general analytical support as required in inorganic and organic chemistry.
- Systematic archiving of field and laboratory data and samples.
- Field collection of organisms and assisting with field work.
- Processing/analysing data and summarising results in tabular and graphical formats for inclusion in reports and scientific papers.
- Project management and report writing.

The work being undertaken will support various research and commercial consultancy projects and you will be providing analytical services for other NIWA staff and external clients.

Work will be carried out under a Project Management system that requires a high level of commitment and autonomy.

### Direct Reports

Nil.
### Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>• Group Manager - Chemistry &amp; Ecotoxicology</td>
<td>• Commercial customers (industry)</td>
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<tr>
<td>• Principal Scientist – Ecotoxicology &amp; Environmental Chemistry</td>
<td>• Regional and territorial authorities</td>
</tr>
<tr>
<td>• Programme Leaders</td>
<td>• Universities</td>
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<tr>
<td>• Project Managers</td>
<td>• Crown Research Institutes</td>
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<tr>
<td>• Laboratory Manager</td>
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<tr>
<td>• Regional Manager, Hamilton</td>
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<tr>
<td>• Chief Scientists – Freshwater &amp; Estuaries, Coasts &amp; Oceans</td>
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### Budget Accountability & Delegated Authorities

This position has the following budget accountability: Nil

This position has the delegated authorities defined in the Delegated Authority document updated annually, currently: Nil

### Key Result Areas

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Key Performance Indicators</th>
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</thead>
<tbody>
<tr>
<td>Technical – Generic Level KPIs</td>
<td>• Efficiently perform standard field and/or laboratory experiments or run models according to standardized procedures.</td>
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<td>• Collect and process data from fieldwork, sea voyages, laboratory experiments, equipment or samples.</td>
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<td></td>
<td>• Use and maintain specialist scientific equipment, procedures or software applications.</td>
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<td>• Analyse equipment and system failure and malfunctions and undertake corrective actions.</td>
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<td>• Key data, maintain the quality of the data and assist with data management and archiving.</td>
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<tr>
<td>Technical – Position Specific KPIs</td>
<td>• Undertake laboratory sample and chemical handling/preparation and bench analyses.</td>
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<tr>
<td></td>
<td>• Assist with toxicity testing using a range of freshwater and marine aquatic species and standardized tests.</td>
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<tr>
<td></td>
<td>• Undertake systematic archiving of field and laboratory data and samples.</td>
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<td></td>
<td>• Follow standard operating procedures.</td>
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<td></td>
<td>• Calibrate and maintain laboratory equipment.</td>
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<td></td>
<td>• Undertake laboratory Quality Assurance following prescribed protocols.</td>
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<tr>
<td>Research – Generic Level KPIs</td>
<td>• Assist with research reports and material for presentations or with developing software tools within specialist area to a prescribed standard.</td>
</tr>
<tr>
<td>Research  – <strong>Position Specific KPIs</strong></td>
<td>• Process and analyse data and provide summarised results in tabular and graphical formats for inclusion in reports and scientific papers.</td>
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</table>
| **Production / Products / Services**  – **Generic Level KPIs** | • Carry out cleaning, maintenance and construction tasks.  
• Assist with client reports and material for presentations within specialist area to a prescribed standard.  
• Provide support and care for fauna and flora including after-hours where appropriate.  
• Provide information for preparation/scoping of commercial initiatives, projects, tenders and/or solutions.  
• Provide information to internal and external clients.  
• Assist with the design, testing and installation/implementation of new equipment, products, software and systems. |
| **Production / Products / Services**  – **Position Specific KPIs** | • Culture material for aquatic species production and/or experiments as required.  
• Assist with the maintenance of algal and invertebrate cultures for toxicity testing.  
• Provide general analytical support in inorganic and organic chemistry. |
| **Management / Leadership / Planning**  – **Generic Level KPIs** | • Identify potential problems and alert staff/management.  
• Provide input into project planning.  
• May lead small size projects.  
• Assist with training and show new staff how to undertake tasks and duties. |
| **Core Indicators**  – **Generic Level KPIs** | • Perform all tasks within allocated timeframe, to specified standard, within budget.  
• Complete administrative tasks in an accurate and timely manner.  
• Comply with, actively ensure and advise on safe working practices of self and others in accordance with NIWA’s Health and Safety Procedures.  
• Act within delegated authority level.  
• Observe and comply with NIWA’s policies procedures and internal management systems.  
• Positively promote effective communication and provide constructive feedback.  
• Actively support and contribute to NIWA’s positive organisational culture.  
• Provide assistance and knowledge of new methods, technologies, products and/or services. |
| **Health and Safety** | • Take all practicable steps to ensure own safety at work (including using suitable personal protective equipment).  
• Ensure that no action or inaction while at work causes harm to any other person.  
• Accurately report and record all incidents and accidents.  
• Undertake Health and Safety training and other specific safety training relevant to your work. |
### Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Dip. Tech, NZCS, BSc or equivalent in Science</th>
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</table>
| **Experience** | - Microscopy experience.  
- Proven ability to work as part of a multi-disciplinary team.  
- Experience with managing projects of up to $50,000.  
- Familiarity with water quality instrumentation.  
- Ability to coordinate and participate in laboratory and field work.  
- Experience with laboratory sample handling/preparation and bench analyses.  
- Experience with aquatic organism care. |
| **Technical Knowledge and Skills** | - Knowledge of laboratory Quality Assurance systems.  
- Knowledge of laboratory Health and Safety practises.  
- Ability to scrutinize analytical data and determine acceptability.  
- Proven ability with Microsoft Office programmes and LIMS (Laboratory information management system), CETIS. |
| **Competencies** | **Conscientiousness**  
Takes responsibility for ensuring tasks are completed and requirements are met. Has high standards at work, reliable, can be trusted to get the job done.  
**Detail Orientation**  
Careful in recording and checking details. Maintains high standards of accuracy.  
**Initiative**  
Self-motivated, proactive, identifies opportunities, willing to take on extra responsibility. Able to work with minimal supervision.  
**Follows Instructions**  
Does what is asked. Follows established work procedures. Observes safety & quality requirements. Completes documentation to required standards. Is well organized.  
**Flexibility**  
Prepared to work variable hours & shifts. Willing to change tasks & activities as the job requires.  
**Physically Capable**  
Able to fulfil the physical requirements of the role (e.g. eyesight, hearing, microscope for long periods, fieldwork, standing for long periods).  
**Resilience**  
Works well in high pressure situations. Copes with a heavy workload. Deals positively and constructively with problems and criticism. Maintains balance and composure in stressful situations.  
**Teamwork**  
Relates well with colleagues. Willingly pitches in to provide back-up and support to other team members where required. Puts own objectives and tasks aside if team requirements need to take priority. |
<table>
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<tr>
<th>NIWA Values</th>
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<tr>
<td><strong>Safety</strong></td>
<td><strong>Excellence</strong></td>
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</table>
| Working safely is paramount at all times.  
  - We take personal responsibility for the safety of ourselves and others.  
  - We are always safety conscious, thinking “What am I about to do? What could go wrong? How can I do it safely?”  
  - We maintain high standards of safety in all working environments.  
  - We report all hazards, incidents and near misses, acting on and learning from them.  
  - We continually improve our safety systems and processes. | We strive for excellence in everything we do.  
  - We apply the highest standards of rigour to our work.  
  - We are creative and innovative in our thinking and apply leading-edge practices.  
  - We are highly professional in the way we operate.  
  - We are proud of our reputation for high quality science.  
  - We are efficient, effective and resourceful, seeking to eliminate waste and maximise opportunities. |
| **Customer Focus** | **Agility** |
| We provide our customers with an outstanding service and experience.  
  - We recognise that NIWA wouldn’t exist without its customers.  
  - We all work together to ensure a positive customer experience.  
  - We value and respect our customers, and act to ensure excellent and enduring relationships with them.  
  - We communicate with our customers openly and proactively.  
  - We deliver on our commitments to customers – in full, on time and within specifications.  
  - We seek customer feedback to help us improve. | We are agile, resourceful and responsive to opportunities, and challenges.  
  - We actively create, identify and develop new opportunities.  
  - We react quickly and flexibly to changing priorities.  
  - We are positive, solution-focused and future-oriented in our outlook.  
  - We recognise change as continuous and treat it as an opportunity.  
  - We are committed to continuous learning and improvement. |
| **People and Teamwork** | **Integrity** |
| We are OneNIWA and work collaboratively for the greater benefit of NIWA and our customers.  
  - We help and support our colleagues, treating each other with courtesy and respect.  
  - We value diversity and respect other cultures.  
  - We value the opinions, knowledge and contributions of others, and celebrate success.  
  - We willingly share our expertise.  
  - We all take responsibility for getting things done.  
  - We listen openly and communicate honestly and constructively.  
  - NIWA’s interests and reputation take precedence over advancing our own individual interests and reputation  
  - We are proud to be part of NIWA. | We are honest, trustworthy and reliable in our work and our relationships with others.  
  - We uphold the highest ethical standards.  
  - We deliver.  
  - We take ownership and are accountable for our actions.  
  - We provide accurate, evidence-based information and advice.  
  - We always maintain objectivity, avoiding advocacy and bias.  
  - We are viewed as trusted professionals in our areas of expertise.  
  - We avoid or declare all conflicts of interest. |