**POSITION DESCRIPTION**

Name: [Name not provided]  
Date: February 2020

**Position Title:** Technician  
**Location:** KSC/ NCBID  
**Group:** Clinical Virology Laboratory, Health and Environment  
**Pay Group:** Science  
**Reports to:** Technical Lead, Clinical Virology Department

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**ABOUT ESR**

ESR is a New Zealand Crown Research Institute that specialises in science relating to people and communities. It’s our science that helps safeguard people’s health, protect food-based economies, improve the safety of freshwater and groundwater resources and contributes expert forensic science to justice systems.

Our world class knowledge, research and laboratory services help our partners and clients solve complex problems and protect people in New Zealand and around the world.

**Our Purpose:** To deliver enhanced scientific and research services to the public health, food safety, security and justice systems and the environmental sector and to contribute to the economic, environmental and social well-being of people and communities.

**Our mission:** Keeping communities safe, healthy and prosperous through smart and sustainable science.

**Our Vision:** ESR is a world leader in the science that keeps people safe, healthy and prosperous. Our customers regard us as a critical partner for their work and we are known for our service ethic. They seek us out for our innovative and high quality science solutions and leading edge research. We are a magnet for talented people.

**ESR Values:**
- Our team spirit *(Mahi Tahi)* Great people working together as one team  
- Our quality counts *(Mahi rangatira)* Standing out through our excellence and world class expertise  
- We do the right thing *(Mahi pono)* Upholding integrity and independence no matter what  
- We push boundaries *(Mahi auaha)* Meeting challenges with fresh thinking and creative approaches

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**POSITION PURPOSE**

This position undertakes a range of tasks according to established methodologies or procedures. The tasks undertaken are more complex than those undertaken at level one and usually involve more than one process stage. Employees should demonstrate initiative, ability to identify problems arising when carrying out tasks and some original thinking to problem solving, even though the employee may not be able to solve all problems. The position holder will be able to work independently and to plan his or her own work schedule. They will need supervision when undertaking new tasks.

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**AREAS OF RESPONSIBILITY**

<table>
<thead>
<tr>
<th>ACCOUNTABILITIES</th>
<th>DELIVERABLES</th>
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<tbody>
<tr>
<td>Service Delivery</td>
<td>- Planning of day to day activities will be undertaken independently but will liaise with supervisor regularly to review work.</td>
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</tbody>
</table>
| Technical Expertise | - Performs a wide variety of specific tasks under some general supervision. These tasks will be assigned and will have a series of steps  
- Undertakes routine tests according to written procedures  
- May collect research find/results, collate and evaluate data |
## ACCOUNTABILITIES

### DELIVERABLES

- Will begin to apply original thinking and may suggest how to modify methods
- May undertake some aspects of laboratory housekeeping
- May have responsibility for some smaller items of laboratory equipment

### Quality & Compliance

- May peer review colleagues' work
- Will undertake routine administrative tasks using relevant ESR systems, eg. Sample entry.

### Specific areas of responsibility

- Providing national virology reference laboratory services by performing laboratory testing and surveillance activities, by
  - Molecular techniques
  - Cell culture
  - ELISA assays
- Participating in and contribution to planning of research and development projects for medically important viral diseases.
- Technical training
- May be required to train and work in a PC3 facility.
- May be required to work on weekends on a rotating roster.

### Health & Safety

**As a staff member of ESR you will ensure you:**

- Take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or other persons
- Be familiar with, comply and follow any reasonable instruction relating to ESR’s Health & Safety policies, procedures and any relevant legislation and regulations
- Actively participate in ESR Health & Safety processes and activities including, but not limited to, induction, training, risk management & reporting.

### Information Management

- Manage any information created or received in the course of ESR business in accordance with ESR’s Information Management and Recordkeeping Policies, procedures and any relevant legislation.

## KEY WORKING RELATIONSHIPS

### Internal:

- Team management and colleagues
- ESR Staff

### External:

- Microbiology and Virology staff in hospital and community laboratories
- Ministry of Health staff
- Public Health unit staff
- WHO Polio and Influenza Centres
- Overseas reference laboratories

## DELEGATED AUTHORITY

As per delegated authorities policy

## ESSENTIAL EXPERIENCE AND TECHNICAL SKILLS

### Educational Requirements:

- The position holder will usually be held by an ESR employee who either holds or is well advanced in study towards an appropriate science qualification at the tertiary level.
### Registration Requirements:
- You must be registered (or be able to obtain registration) as a Medical Laboratory Technician by the Medical Sciences Council of New Zealand and hold an annual practising certificate.

### Technical competencies and Experience required:
- Relevant experience
- Ability to communicate clearly with clients
- Virological techniques, including cell culture desirable
- Molecular techniques
- Broad knowledge of medically important viruses and the diseases they cause.
- Effective communication and interpersonal skills
- Competency in good laboratory management skills
- Computer skills – Microsoft Office
- Ability to work as both part of a team and individually
## Behavioural Competencies

<table>
<thead>
<tr>
<th>Behavioural Competency</th>
<th>Focus Areas – Other Tier 4 level</th>
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<tbody>
<tr>
<td>Communication (Organisational and Client)</td>
<td>• Ensures people are kept informed and encouraged to express constructive views and opinions</td>
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<tr>
<td>Delivering a Continually Improving Service</td>
<td>• Is able to link the daily work to overall service objectives and deliver continually improving results.</td>
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<tr>
<td>Delivering the Service</td>
<td>• Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.</td>
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| Innovation                                                 | • Has the ability to develop new methods and introduce new ideas  
• Uses originality of thought and imagination.               |
| Leading, Managing & Implementing Change                    | • Demonstrates a positive attitude to change and  
• Contributes to new ideas and improved ways of working                                                      |
| Providing Excellent Customers Service                       | • Maintains a professional approach and presents a positive image to internal and external people when representing self and ESR  
• Makes every effort to ensure the experience clients have of ESR is positive and productive.            |
| Working in Partnership                                      | • Works well with colleagues in the team and the service to get things done and contributes to a positive team spirit.                                         |

This position description is subject to review from time to time