

Position Description:

Pūkenga Taiwhanga / Laboratory Technician

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

....

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Pūkenga Taiwhanga- Laboratory Technician
RANGATIRA - REPORTS TO:	Environmental Laboratory Supervisor
KĀHUI - GROUP:	Infrastructure
TAUNGA MAHI - LOCATION:	Waste Water Treatment Plant
PŪTAKE - POSITION PURPOSE:	<p>To support the operation of an International Accreditation New Zealand (IANZ) accredited water laboratory that collects, receives, analyses and reports on drinking, receiving, waste and effluent waters from the Rotorua Lakes Council and external clients.</p> <p>These activities are critical in allowing the Council and others to demonstrate they are supplying drinking water, processing and discharging waste water, and collecting and discharging storm water in compliance with national legislation and regional consent requirements.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • No direct reports • No budget responsibility
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Collecting samples from a variety of indoor and outdoor environments. • Receiving samples delivered by clients. • Making solutions for analytical methods, including from some hazardous materials. • Calibrating and maintaining test equipment. • Updating training in analytical methods and administrative procedures. • Performing a variety of physical, chemical, and microbiological analyses both in the field and the laboratory in accordance with documented procedures. • Ensuring the quality of results by considering analytical processes, their shortcomings, and by comparison with expected and past results. • Making and keeping records of activities. <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i></p>

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ TOHU - FORMAL QUALIFICATIONS:</p> <p>(Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • Science degree in a suitable discipline (eg Chemistry, Environmental science). • Driver's licence. • Experience in laboratory analysis. • Experience in the use of computer applications and Microsoft Excel in particular. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in an IANZ-accredited laboratory. • Experience in the development of macros in Microsoft Excel including the use of Visual Basic for Applications scripting.
<p>NGĀ PŪKENGĀ - JOB SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Ability to communicate well both verbally and in writing. • Physical agility, fitness, and strength to be able to lift and collect samples from a variety of environments and to portion into sub-samples. • Sufficient dexterity to manage sub-samples and use laboratory equipment. • Numeracy. • Knowledge of physical, chemical and/or microbiological analytical techniques. • Be well organised, and have ability to plan and prioritise important activities/tasks and meet timeframes. • Ability to work independently on own, as well as work collaboratively as part of a team. • Be available to take part in weekend on-call work.
<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p>

	<p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
--	---