

SHAPING AN
AWESOME
HAMILTON

LABORATORY ASSISTANT

INFRASTRUCTURE AND ASSETS

WHY WE ARE HERE

We are here to improve the wellbeing of Hamiltonians, so we become the leading community-focused Council, so Hamilton's full potential is unlocked making it the best place to live.

Our people are at the heart of everything we do. We need people on our team who show the following values - adaptability, simplicity, inclusiveness, guardianship and ambition as these are what make our thinking and mindset unique to Hamilton. We need people who understand that this value driven thinking and mindset is the foundation of their performance.

WHY THIS ROLE EXISTS

This position sits within the multi-Council collaboration Shared Services Team. The purpose of the team is to provide quality infrastructure solutions and services for the Waikato Region. This role supports the delivery of Sampling & Analysis Services for participating Councils across the region. The purpose of the Laboratory Assistant role is to provide operational support in our Sampling & Analysis Laboratory to support Councils in achieving compliance with Drinking Water requirements and Waikato Regional Council granted resource consents.

WHAT YOU WILL DO

Reporting to the Senior Laboratory Technician, a Laboratory Assistant will perform basic Laboratory analysis and sample preparation to meet the monitoring requirements of the participating Councils. You will also undertake data handling, equipment maintenance and calibration, and help the team maintain its IANZ accreditation scope.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Undertake physical, chemical and biological testing of samples as requested in accordance with standard methods.
- Monitor and report on inventory to ensure all critical reagents, equipment and consumables are available at all times and stored as per legislative requirements.
- Calibrating, cleaning, and maintaining sampling and testing equipment to a high standard.
- Identifying and promptly reporting equipment defects to Senior Laboratory Technician and assisting in arranging repairs or replacements.
- Contributing to monitoring compliance with Resource Consents and reporting any anomalies to the appropriate personnel immediately.
- Contributing to monitoring compliance with Drinking Waters Standards and actioning any transgression response procedures immediately.
- Contributing to efficient and accurate management of data and data systems and assisting with system maintenance and upgrades as required.
- Contributing to retention of IANZ accreditation and Ministry of Health approval by:
 - Adhering to documented procedures.
 - Actively participating in system reviews.
 - Suggesting process improvements.
- Keeping yourself and others safe at work by:
 - Following required safety practices and policies.
 - Positively engaging with health and safety initiatives.
 - Proactively reporting safety concerns.
 - Actively participating in health and safety activities, including Civil Defence.
- Adhering to Council's quality management systems, procedures and policies.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS, KNOWLEDGE AND EXPERIENCE

You have self-awareness that mindset is the foundation of performance. You actively work at being the 'best version of you' and your mindset and behaviors have a positive impact on others.

An organised person, you plan ahead to anticipate needs but are also able to adapt to changes in priorities and workloads. You manage your time effectively and can be trusted to work independently.

You are a solution-focussed person and approach challenges with an innovative, can-do attitude. However, you also understand that consistently following documented methods is vital in collecting quality samples.

With keen observational and analytical skills, you are curious about systems, processes and infrastructure, and enjoy contributing to troubleshooting and problem solving.

YOU BRING TO THE ROLE

- Diploma in Science or equivalent experience.
- Current and clean Full Driver's License (Class 1).
- Two years of experience in a laboratory setting or in a relevant water industry role.
- Experience in calibration and maintenance of laboratory equipment.
- Good understanding of laboratory systems and processes.
- An understanding of ISO certified Quality Management Systems.
- Computer literacy with the ability to adopt new technology and systems, and ability to use laboratory computer systems.
- Good listening and communication skills.
- Attention to detail.
- Ability to follow written methods and to keep clear and detailed written records.
- Ability to help review processes and contribute to implementing improvements.
- Solution and results oriented and ability to use initiative at all times.
- A collaborative working style, with the ability to build strong relationships with team members and key stakeholders.

- Efficient and effective management of own workload and able to work systematically to achieve desired outcomes and meet deadlines.
- The ability to problem solve and think laterally to achieve outcomes, both independently and as part of a team.
- Highly developed interpersonal and communications skills with the ability to work effectively with a diverse range of stakeholders (internal and external).

DETAILS OF THE ROLE

Unit	Three Waters
Direct Reports	0
Indirect Reports	0
Delegation	\$0
Budget Responsibility	No
Present Council Reports	No
Date of Position	January 2023