



SHAPING AN  
AWESOME  
HAMILTON

# Laboratory Assistant

## Infrastructure and Assets

### About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

### About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role.



## What you will do

In this role, you will:

- Report to the Senior Laboratory Technician.
- Perform basic Laboratory analysis and sample preparation to meet the monitoring requirements of the participating Councils.
- Undertake data handling, equipment maintenance and calibration, and help the team maintain its IANZ accreditation scope.

Reports to	Sampling & Analysis Team Leader
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

## Key responsibilities

Some of the **key responsibilities** 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 actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

### 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.
- Laboratory Assistant / Infrastructure and Assets.
- 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).

### Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

### Civil Defence

Completes Civil Defence training and participates in events as required.

**Note:** This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.