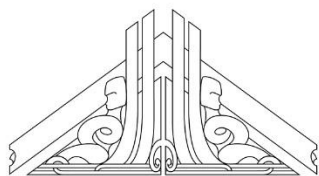


JOB DESCRIPTION

Job Title:	Technician
Department:	Faculty Health, Education & Environment
Reports To:	Academic Leader
Job Purpose:	<p>The Faculty Technician is a member of the Academic Team and the purpose of the role is to support the teaching programmes, academic staff and student learning within a specified faculty of programme area;</p> <p>More specifically the Aquaculture Faculty Technician will:</p> <ul style="list-style-type: none"> • Assist aquaculture staff meet teaching, research or contract outputs • Ensure laboratory equipment is maintained to a high standard and that laboratories are in a high state of cleanliness • Ensure all water quality parameters are within safe ranges, filtration systems, pumps and air filters are all working correctly and fix/replace any malfunctioning equipment • Control any diseases and ensure that our animal ethics requirements are being met in the area • Purchase chemicals, and equipment for staff, student research and general labs for student classes • Assist teaching staff where required • Provide effective student support • Support personal and team effectiveness
Date:	February 2024

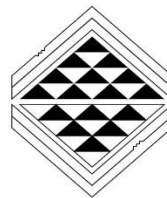
Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values



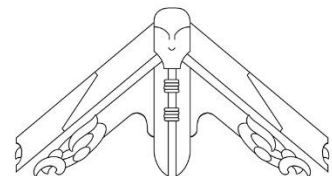
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Toi Ohomai Institute of Technology Strategic Intent

Globally education is undergoing disruptive change, driven by technology; learner expectations of employment outcomes; as well as employer & government expectations of relevance and value. Delivery models have changed more in the past 10 years than in the previous 1000 years and are expected to change even more rapidly. In this context Toi Ohomai will systematically and continuously adapt to ensure that its education models and practices are relevant; that our technology, systems and processes meets future business needs; that staff capability and culture embraces change; and our physical asset base meets future learning needs, with a specific focus on improving access to education and enabling employment opportunities throughout the Bay of Plenty.

Toi Ohomai's ability to produce the best possible outcomes for our students, communities and business through seamless connectivity with our regional stakeholders, and Iwi in particular, is critical to the social, cultural, environmental and economic wellbeing of the wider Bay of Plenty region.

Toi Ohomai's Strategic Intent is to:	We will:
1. <i>have meaningful and effective partnerships</i>	a. Be a strategic education partner to Iwi, industry and the communities in the region.

	<ul style="list-style-type: none"> b. Recognise Iwi of the region as rights holders. c. Work collaboratively with other education providers. d. Work closely with government agencies.
2. <i>deliver tertiary education, research and technology transfer to meet the needs of the region.</i>	<ul style="list-style-type: none"> a. Ensure that we understand and meet the tertiary education needs of the region. b. Provide accessible and adaptable pathways for learners. c. Develop our discipline and research strengths to align with those of the region. d. Be active in technology transfer and applied research for industry.
3. <i>be innovative and support innovation</i>	<ul style="list-style-type: none"> a. Create an organisational culture that encourages and supports innovative practice. b. Develop activities that support new innovators and entrepreneurs in our region. c. Embrace and share new technologies and practices in education and industry. d.
4. <i>be learner-centred</i>	<ul style="list-style-type: none"> a. Offer a range of services to support student success prior to enrolment, during their study and beyond graduation. b. Tailor our educational delivery to suit the needs of the learners and to enhance their employability. c. Ensure our campuses, programmes, delivery and support mechanisms engage and support Māori and Pasifika students to achieve success. d. Create a culturally-safe environment for all learners.
5. <i>be a sustainable organisation</i>	<ul style="list-style-type: none"> a. Ensure that we are financially responsible and sustainable. b. Develop revenue streams appropriate to our core purpose. c. Maintain the highest standards of health and safety for our staff and students. d. Develop the capability of our staff to meet the future needs of the organisation. e. Minimise our negative environmental impact. f. Contribute to the social cohesion of our communities.
Resource Management:	
Financial Authorities:	Staff Authorities:
Budget owner: No Delegated Financial Authority as per Toi Ohomai's Delegations Policy: No	Number of Direct Reports: Nil Number of Indirect Reports: Nil Responsible for contract staff, and/or coaching, training of others: Yes Responsible for new employee hire: No
Functional Relationships:	
INTERNAL <ul style="list-style-type: none"> ● Faculty Dean (as required): to provide information and assistance ● Academic Staff (daily): to provide technician support; to assist with specific tasks; to seek information on team activities and issues ● Faculty Administration and Support Services (daily): to liaise regarding programme requirements. ● Other faculty members (daily): to provide information and assistance. 	EXTERNAL <ul style="list-style-type: none"> ● Current and prospective students (daily): to provide advice and information. ● Secondary schools (as required): to provide advice and information. ● Local industry firms (as required): to obtain class/project materials. ● Other Suppliers (as required): to discuss supply requirements and gain competitive pricing.

Key Competencies are framed by Toi Ohomai's Strategic Intent

The delivery of all key competencies should align to the delivery of Toi Ohomai's Strategic Intent and values.

The following list articulates the generic key responsibilities of the role. In addition to these the employee may also be required to undertake reasonable tasks and projects beyond these responsibilities.

Key Competencies:	Expected Outcomes:
<p>Meaningful and Effective Partnerships</p> <ul style="list-style-type: none"> Actively support Academic and other staff with your group to ensure effective and efficient service delivery to Toi Ohomai students and other stakeholders; Develop and maintain effective working relationships with staff within own group and faculty as well cross functionally; Liaise with industry contacts as required to meet the needs of the group; 	<ul style="list-style-type: none"> Quotes are obtained and reviewed for practical projects; Contracts are set in line with Toi Ohomai policy, and in conjunction with Group and Programme Managers; Supervision is provided to support practical activities / students learning, as agreed with Programme Manager. This includes quality control, coaching of students, and supporting of academic staff. Contract work is carried out to requirements of project, in terms of completeness, quality & safety;
<p>Be innovative and support innovation</p> <ul style="list-style-type: none"> Continuously update knowledge and skill relating to technology and administrative systems; Actively seek new and improved ways of operating to improve service to staff and students while maintaining high levels of quality. 	<ul style="list-style-type: none"> Is actively engaged in professional development; Identifies own development needs and take actions to address; Seeks and takes on board feedback to work towards continuous improvement; Contributes actively to team initiatives for improved ways of operating;
<p>Be learner Centred</p> <ul style="list-style-type: none"> Demonstrate excellent customer focus and recognise and respect the needs of students; Respond in a helpful manner to requests for information from students; Support students in their learning by taking an interest in their needs; Ensure equipment and materials required for class work are available and prepared as required; Provide practical advice and technical input to other staff as appropriate; Assist in cleaning up at the completion of training sessions; Provide technical advice or offer referral to reference materials or industry contacts; Assist prospective students, industry and secondary schools with queries concerning training at Toi Ohomai Institute of Technology; 	<ul style="list-style-type: none"> Student needs are anticipated and met; Student requests are responded to in a friendly and professional manner; Queries are responded with accurate, timely information, and/or referral made to appropriate department/team; Appropriate advice is offered and/or referral made to appropriate contact/s; Support/advice is provided as and when needed; Equipment and/or materials are available to enable delivery Support provided to tutorial staff to ensure workshops and other areas are kept clean & tidy;
<p>Be a sustainable organisation</p> <ul style="list-style-type: none"> Ensure safety at all times and contribute to the promotion of sound occupational health and safety work practices; Maintain a comprehensive knowledge of the location, operating and maintenance requirements of tools and equipment with your area of responsibility; Co-ordinate and undertake regular maintenance checks of all equipment and meet service requirements of tools and equipment; Document the critical functions within areas of 	<ul style="list-style-type: none"> An up-to-date database of Aquaculture Plant & Equipment is maintained and available; Maintenance, replacement and purchasing requirements are identified; Maintenance is scheduled and carried out as and when required; Appropriate level and type of equipment and consumables are available for use; Requests for repairs actioned in an efficient and timely manner with minimal disruption to teaching activities;

<ul style="list-style-type: none"> responsibility; Check all relevant supplies daily and order as required; Repair and service all tools and equipment with area of responsibility; Co-ordinate and maintain ready replacement stock of spare parts and consumables; Identify the need for replacement Plant, tools & equipment, and new/replacement items are purchased and set up for use; 	<ul style="list-style-type: none"> Servicing is completed as required in accordance with compliance requirements; Plant, tools & equipment are set up & maintained for use in a safe manner, in accordance with relevant legislation, & manufacturer's instructions Records are accurately maintained; Replacement/new equipment is identified and purchases as needed, and/ or through the annual Capital round and in accordance with Toi Ohomai policy; All equipment is set up and available for use in a timely manner.
---	---

Note:

The above Key Performance Indicators are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process.

Person Specification:	
Qualifications	
<i>Essential:</i>	<i>Desirable:</i>
<ul style="list-style-type: none"> Diploma in Science, or Zoology, or Resource Management or other closely related area. 	<ul style="list-style-type: none"> Certificate in Adult Teaching or similar adult teaching qualification. Degree/Masters in Environmental Science, or Zoology, or Resource Management or other closely related area.
Knowledge / Experience	
<i>Essential:</i>	<i>Desirable:</i>
<ul style="list-style-type: none"> In depth experience in the relevant industry Aquaculture system and design experience 	<ul style="list-style-type: none"> Live feed production skills
Skills and Attributes	
<i>Essential:</i>	<i>Desirable:</i>
<ul style="list-style-type: none"> Excellent industry related skills and proven application of these; Wide range of practical skills in the outdoors and an ability to lead students on day and overnight field trips Positive work ethic and willingness to assist in delivery as required; Strong Customer focused mind set; Energetic and Proactive; Ability to remain calm and work under pressure; Ability to work autonomously and take initiative; Excellent, oral, written and digital communication skills, particularly at an inter-personal level Ability to be self-motivating and able to work independently; and as part of a team Display of a high level of professional and ethical conduct; Understanding and commitment to Equal Educational Opportunities and an awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi and bicultural issues in education; Interest in continued enhancement of personal 	<ul style="list-style-type: none"> Understanding, knowledge and skills in education and training programmes; Experience working with student in a teaching environment.

knowledge and abilities; • PC based computer literacy skills (i.e. procurement and ordering software and an understanding of Microsoft excel programmes	
--	--

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.