

ROLE DESCRIPTION



He kura te tangata

Position title	Technician - Petrology
Primary work unit	School of Geography, Environment and Earth Sciences
Responsible to	Technical Services Manager
Responsible for	No direct reports
Position status	Permanent Full Time
Hours of work	37.5 per week
Salary	Band 5; \$48,744 - \$70,846 per annum
Our vision	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
Our mission and purpose	Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
Our values	Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

Te Herenga Waka —Victoria University of Wellington

Te Herenga Waka - Victoria University of Wellington is New Zealand's globally ranked capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. The University values the expertise of its staff in supporting and enabling teaching, research and engagement activities.

Victoria University of Wellington is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan. Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to <http://www.wgtn.ac.nz>

Position purpose

To provide, operate and maintain instruction in the use of the School's Thin Section (Petrology) Laboratory and Rock Crushing facilities. To manage the School's microscopy assets. To ensure that all laboratories comply with all HSNO code of practice and legislative requirements for exempt laboratories and relevant health and safety regulations.

The appointee will provide technical expertise, instruction and advice in the use of the equipment to staff and students.

The Technician – Petrology works as part of a support technical team, and is expected to manage his/her own workload independently, whilst supporting each other in daily tasks or specific projects, especially during peak periods or staff absences.

Position location

The Technician – Petrology is located within the School of Geography, Environment and Earth Sciences in the Faculty of Science. The role of the School of Geography, Environment and Earth Sciences (SGEES) is to undertake teaching and research to a standard recognised internationally as excellent in the fields of Geography (Human and Physical), Geology, Geochemistry and Geophysics and related areas. It runs graduate programmes in each of these disciplines along with Environmental and Development Studies. SGEES has a strong research culture with a substantial number of graduate students and active collaborative links with domestic and international institutions. SGEES prides itself on the excellent of its teaching, which is underpinned by research and scholarships.

Strategic context

The School of Geography, Environment and Earth Sciences has a strategic/operational plan which is aligned to Victoria's Strategic Plan. The Technician - Petrology will help the school achieve its goals by providing technical support.

Key responsibilities

- Take responsibility for all processes for the operation of the Thin Section facility including but not limited to:
 - Preparation and provision of petrology thin section services including slide and mount productions
 - Manage workload to ensure there is a timely turnaround for all facility jobs
 - Develop and maintain a work register to track all incoming and outgoing jobs
 - Ensure final outputs are produced in line with best practice and all outputs are to a high and acceptable quality
- Manage and oversight of the operations of the rock crushing facility:
 - Provide appropriate equipment and health and safety training to all lab users.
 - Maintain equipment including organising repairs as and when required.
- Manage the School's microscopy assets (teaching and research) including:
 - Maintain directory of the School's teaching and research microscopes, including location.
 - Clean and centre stages of schools teaching microscopes for teaching and exam work.
 - Arrange with external contractors for servicing and repairs to be undertaken as and when required.
 - Manage the approved microscopy budget to ensure that the school's microscopes are well maintained and available for use.
- Develop revenue streams for the petrology facility by building relationships with external organisations and promoting the use of the facilities by clients external and internal to the University.

- Preparation and monitoring of the Petrology facility budget with the Technical Services Manager in accordance with the Faculty Budget guidelines.
 - Maintain equipment in a good and serviceable condition and ensure that the facility complies with the all legislation in relation to operation of research laboratories and users are instructed appropriately including:
 - Induction and training of staff and students around equipment and facility usage
 - Ensure regular cleaning of equipment and facility is undertaken
 - Arrange for annual and adhoc equipment maintenance as and when required
 - Health and Safety at Work Act, Hazardous Substance Regulations, Covid 19 Regulations
 - Ensure that a culture of safe practice is developed and maintained in the petrology facility and around the use of microscopy
 - Research is supported in a timely and appropriate manner which does not conflict with the primary responsibility to support teaching laboratories
 - Build and maintain excellent working relationships with all key internal and external stakeholders, and other departments within the University including suppliers
 - Contribute to the provision of technical service in the School by playing a full part in the School's Technical team
 - Other duties as required by the Technical Services Manager and Head of School
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Key relationships

The Technician – Petrology will develop and maintain excellent working relationships with staff in the School. The Technician – Petrology will also work with:

- SGEES staff both Academic, General and Professional including the Technical Services Team
 - Other SGEES and VUW staff & students
 - Facilities Management staff
 - External clients and suppliers
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Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays a professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures

Selection criteria – essential

- Bachelor degree or proven work experience in a complimentary field.
- Understanding of the appropriate current Health & Safety Requirements.

Selection criteria – desirable

- Experience in microscope work and maintenance.
- Hold a current full NZ driver's license.
- Experience in operating the equipment used to prepare thing and polished sections.

Delegations

There are no delegated authorities for this position.