VERIFIED LAB SERVICES
results you can trust

Laboratory Technologist

DEPARTMENT	Verified Lab Services
LOCATION	Te Puke
REPORTS TO	Laboratory Operations Manager

ABOUT THE ROLE

You will be responsible for conducting laboratory testing and contributing to the development, validation and implementation of new testing methods. The role combines practical laboratory skills, analytical thinking and problem-solving to deliver reliable testing services and expand laboratory capabilities.

In the role you will work closely with Laboratory Operations Managers providing updates on development progress while also supporting laboratory staff with routine and seasonal testing activities to ensure testing requirements are met and laboratory operations run efficiently.

KEY RESPONSIBILITIES

- Perform laboratory testing in accordance with approved methods, procedures and quality requirements.
- Contribute to research, development, optimization and validation of new testing methods.
- Design and conduct method trials, analyse experimental data and evaluate method performance against defined criteria.
- Assist with introducing new methods into routine laboratory operations, including preparing procedures, technical documentation and where necessary training of staff.
- Operate, maintain and troubleshoot laboratory equipment, ensuring it remains fit for purpose.
- Maintain accurate, traceable records of testing, method development and validation activities.
- Identify and address risks to testing quality, reporting non-conformances and implementing corrective actions.
- Manage technical work alongside routine and seasonal testing demands.
- Support the laboratory compliance as an IANZ Key Technical Personnel (KTP). Demonstrating technical competency, maintaining relevant records and supporting ongoing accreditation requirements.
- Undertake other reasonable and lawful duties or delegated tasks as directed by the manager, where required to support the effective operation of the laboratory and the business.

HEALTH & SAFETY

- Actively promote and support a positive health and safety culture within the workplace by encouraging safe work practices, identifying and reporting hazards, raising health and safety concerns, and supporting compliance with company policies and procedures.
- Complete the required induction and building orientation before commencing work.

- Familiar with the workplace layout, relevant hazards, emergency procedures, health and safety controls, and applicable safe work practices.
- Ensure personal protective equipment (PPE) is worn, fit for purpose and maintained in functional condition.
- Ensure appropriate risk controls are followed and report hazards, incidents and non-conformances promptly.
- Undertake additional duties and responsibilities as reasonably required, including designated health, safety and emergency management responsibilities, such as acting as a Building Warden.

KEY MEASURABLES

- Maintenance of ISO/IEC 17025 compliance and effective support for IANZ accreditation assessments and scope extensions.
- New methods demonstrate documented fitness for purpose and meet defined acceptance criteria before implementation.
- Successful development, validation and implementation of testing methods within agreed timeframes.
- Accurate, reliable and timely testing results supported by appropriate quality control.
- Effective investigation and resolution of technical issues and non-conformances.
- Laboratory equipment is appropriately calibrated, performance checked, operated correctly, maintained and stored.
- The laboratory environment is maintained to a high standard of cleanliness, organisation and housekeeping.
- Internal and other scheduled audits are completed in accordance with the required frequency and laboratory procedures.
- Provide training and support to laboratory staff on newly implemented methods.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical and Industry Experience

- 3 – 5 years proven experience working in a laboratory or technical testing environment.
- A tertiary qualification in a relevant scientific or technical discipline is advantageous.
- Demonstrated ability to develop, optimize and validate laboratory testing methods.
- Strong understanding of experimental design, quality control, data analysis and interpretation of technical results.
- Understanding of ISO/IEC 17025, method validation requirements and laboratory accreditation.
- Competency in maintaining technical documentation, controlled procedures and validation records.

Planning & Organisation

- Plan and manage method development and validation projects, including trials, resources, milestones and deliverables.
- Structure experimental work to generate reliable, meaningful and reproducible data.
- Strong organisational and time management skills, with the ability to plan and prioritise workload effectively.
- Ability to work efficiently, meet deadlines and complete tasks with minimal supervision.

Communication

- Clearly communicate technical findings, project progress, risks and recommendations to colleagues and management.
- Work collaboratively with laboratory staff to establish effective testing processes and transfer new methods into routine operations.
- Ability to contribute positively to the laboratory team and foster a supportive and productive workplace culture.
- Able to express in a written form key information in a succinct and professional manner.

Adaptability and Initiative

- Proven ability to adapt and respond effectively to changing priorities and requirements.
- Proactive approach, with the initiative to identify issues, make suggestions and take appropriate action or recommend improvements.
- Adapt to changing business priorities and balance technical development with operational testing requirements.
- Ability to contribute positively to the laboratory team and foster a supportive and productive workplace culture.

Professional Conduct

- Professional, mature and trustworthy approach when dealing with clients, employees and confidential information.
- Demonstrate attention to detail and a commitment to accuracy and quality.
- Demonstrate a commitment to ongoing technical development and continuous improvement.

This Position Description provides a general guide to the role and may be reviewed and updated from time to time to reflect changing business, technological, legislative or regulatory requirements. You are expected to undertake any reasonable and lawful duties, instructions or delegated tasks relevant to your role as directed by your manager or an authorised person.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of VLS