

## **POSITION DESCRIPTION**

June 2022

*This document is subject to review from time to time.*

**POSITION TITLE:**

SCIENTIFIC OFFICER, GENETICS DEPARTMENT

**INCUMBENT:**

**REPORTS TO (Title):**

SECTION HEAD, GENETICS

**REPORTS TO ON A DAILY BASIS (Title):**

SECTION HEAD, GENETICS/SERVICE MANAGER,  
GENETICS/CLINICAL DIRECTOR

**Te Whatu Ora is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

**Organisational Vision**

Te Whatu Ora's vision is to improve the health and wellbeing of the people living in New Zealand.

**Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

**PRIMARY FUNCTION:**

- Provide the technical and scientific leadership to the laboratory.
- Work collaboratively with clinicians, laboratory staff and other related health professionals to provide world class healthcare services to patients.
- Work collaboratively with the Clinical Director, service Manager and Section Head to identify and develop opportunities for test development or enhancement.
- Innovate for the delivery of sustainable world class pathology services to enhance patient care and related scientific endeavours.
- Promote CHL at every opportunity as a world class reference laboratory. Provide on-going upgrading and refinement of existing analytical procedures.
- Develop new analytical techniques and translate these into routine service.
- Publish both in reputable journals and in CHL wide communiqués. Undertake routine diagnostic testing where necessary and appropriate.
- Participate in teaching students and staff in scientific techniques as required.

**SCOPE:**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job related tasks other than those specified.

**LOCATION:**

CANTERBURY HEALTH LABORATORIES  
CORNER HAGLEY AVE AND TUAM STREET  
CHRISTCHURCH  
NEW ZEALAND

**KEY PERFORMANCE OBJECTIVES:**

Task	<b>The Scientific Officer is responsible for providing the technical and scientific leadership to the laboratory</b>
Expected Result	<ul style="list-style-type: none"><li>• Develop new analytical procedures in response to medical/patient demand</li><li>• Contribute to a cohesive SO group identity</li><li>• Identify growth areas in diagnostic medicine</li></ul>
Task	<b>The Scientific Officer is responsible for promoting CHL at every opportunity as a world class reference laboratory</b>
Expected Result	<ul style="list-style-type: none"><li>• Interact with other laboratories nationally and internationally to develop collaboration opportunities</li><li>• Attend appropriate conferences to gather and present ideas</li><li>• Publish research findings and results widely</li><li>• Participation in relevant committees, working parties both within CDHB and with external organisations</li><li>• Be available for media interaction and promotional activities where required and in consultation with the CHL Leadership Team</li><li>• Ensure information regarding publications and professional work is kept up to date and relevant on all media channels (specifically but not limited to the CHL website)</li><li>• Actively promote research and publications</li></ul>
Task	<b>The Scientific Officer is responsible for providing a high quality service to clients</b>
Expected Result	<ul style="list-style-type: none"><li>• Clients receive polite, courteous and prompt responses to their requests or enquiries</li><li>• Any problems or complaints are notified at the earliest opportunity to their reporting clinical leader, manager or supervisor</li></ul>
Task	<b>The Scientific Officer is responsible for working collaboratively with clinicians, laboratory staff and other related health professionals to provide world class healthcare services to patients</b>

Expected Result	<ul style="list-style-type: none"> <li>• Develop and maintain interactive links with SMO group/ other influential/knowledgeable groups to capture/evaluate ideas/opportunities</li> <li>• Attend relevant clinical meetings eg. MDM's</li> <li>• Follow the "testing, adopting and applying" approach to introducing new innovations to the scientific method and scope of CHL</li> <li>• Routinely review current practices for effectiveness and relevance</li> <li>• Review future trends for opportunities</li> <li>• Work collaboratively with clinicians, laboratory staff and other related health professionals to identify and develop opportunities</li> </ul>
Task	<b>The Scientific Officer is responsible for working collaboratively with the Clinical Director and CHL Leadership team to identify and develop new opportunities</b>
Expected Result	<ul style="list-style-type: none"> <li>• Identify and coordinate collaboration in research opportunities, potentially including access to funding</li> <li>• Plan, organise and oversee trials</li> <li>• Work to actively ensure research and publications are well promoted</li> </ul>
Task	<b>The Scientific Officer is responsible for identifying and coordinating test development and research opportunities</b>
Expected Result	<ul style="list-style-type: none"> <li>• Develop a process to capture/evaluate opportunities</li> <li>• Identify organisations that seek research partners and develop a collaborative relationship with them</li> <li>• Identify targets for promotion of CHL scientific skills and abilities</li> <li>• Develop process to maintain view of future trends</li> <li>• Prepare funding request applications for research grants</li> </ul>
Task	<b>The Scientific Officer is responsible for the development of new analytical procedures and the upgrading and refining of existing analytical procedures as required</b>
Expected Result	<ul style="list-style-type: none"> <li>• Translation and development of research into routine diagnostic services</li> <li>• Project objectives are set in conjunction with the project supervisor and other relevant senior staff as appropriate. Projects are regularly reviewed with the project supervisor. Projects are completed within the planned time frame and procedures are fully documented.</li> <li>• New procedures are handed over to other laboratory staff to carry out the routine processes</li> <li>• Have oversight of the scientific and clinical relevance of activities conducted/performed</li> <li>• Other laboratory staff are trained in the new procedures to a level of independence</li> <li>• Interact with other laboratories nationally and internationally to develop collaboration opportunities</li> <li>• Procedures meet the quality assurance specifications set</li> <li>• All tasks are carried out to standard laboratory procedures and policies</li> <li>• There is contribution to and participation in relevant departmental quality control programs</li> </ul>
Task	<b>The Scientific Officer is responsible for undertaking routine diagnostic testing where necessary and appropriate</b>

Expected Result	<ul style="list-style-type: none"> <li>• Work is performed and completed in the required time consistent with quality standards</li> <li>• Techniques are performed according to laboratory protocol Troubleshoot on behalf of/with scientific technical staff for service diagnostic tests as required</li> <li>• Have oversight of a portfolio of tests in area of expertise/scientific speciality</li> </ul>
Task	<b>The Scientific Officer is responsible for participating in teaching students and staff in scientific techniques as required</b>
Expected Results	<ul style="list-style-type: none"> <li>• Trainees / students are trained and mentored in accordance with syllabi and competency assessment guides</li> <li>• Staff are actively trained and mentored to ensure the handover of newly developed/improved assays is carried out effectively</li> <li>• In conjunction with the Section Head and Service Manager identify laboratory staff for training and mentoring in higher level skills and competencies</li> <li>• Ensure new scientific knowledge/information is communicated through CHL and incorporated in training</li> </ul>
Task	<b>The Scientific Officer is responsible for the communication of accurate and timely information to relevant management, clinical and technical staff</b>
Expected Result	<ul style="list-style-type: none"> <li>• The relevant management, clinical and technical staff are kept informed of current operational, technical and other issues that might have an impact on the section/CHL</li> </ul>
Task	<b>The Scientific Officer is responsible for publishing both in peer reviewed journals and in CHL wide communiqués</b>
Expected Result	<ul style="list-style-type: none"> <li>• Publication of research in international peer-reviewed journals</li> <li>• Publication of information from conference attendance to CHL staff</li> </ul>
Task	<b>The Scientific Officer is responsible for maintaining and developing his/her own areas of skill and professional development</b>
Expected Result	<ul style="list-style-type: none"> <li>• To complete goals and objectives agreed to between the incumbent and appropriate senior staff</li> <li>• Attain competence in writing papers for publication</li> <li>• To maintain an up to date knowledge of relevant scientific developments</li> <li>• Identify opportunities to present at conferences including acquiring funding for attendance</li> <li>• Relevant teaching /education sessions are attended</li> <li>• Contributions are made to educational meetings</li> <li>• Have a personal development plan relevant to scientific needs and personal interest</li> <li>• Dissemination of research findings in the form of publications and presentations on a regular basis</li> <li>• Participate in fellowship/exchange/secondment/visit opportunities nationally and internationally as appropriate</li> </ul>

Task	<b>The Scientific Officer is responsible for adhering to health and safety Procedures</b>
Expected Result	<ul style="list-style-type: none"> <li>• All procedures carried out follow the safety guidelines and procedures of the laboratory</li> <li>• Recognition of unsafe procedures and practices and notification to the Departmental Health and Safety Officer</li> </ul>
Task	<b>The Scientific Officer will undertake any other duties as reasonably directed by the Section Head, Service Manager, Clinical or Medical Director, as appropriate from time to time</b>
Expected Result	<ul style="list-style-type: none"> <li>• Attend and actively participate in departmental meetings and take on meeting responsibilities as requested</li> <li>• All duties are required to be performed in the best interests of Canterbury District Health Board are done so in a competent and efficient manner</li> </ul>

#### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

1	Section Head, Genetics
2	Service Manager, Genetics
3	General Manager
4	Medical and/or Clinical Director
5	Other staff of the Department
6	Other staff of Canterbury Health Laboratories
7	Other staff of Te Whatu Ora
8	Students and trainees

#### **EXTERNALLY:**

1	Clients and patients of Canterbury Health Laboratories
2	Public service and private sector scientists
3	Company representatives
4	Clients of Canterbury Health Laboratories
5	Prospective new clients of Canterbury Health Laboratories
6	Other laboratories, both nationally and internationally
7	Medical research facilities both nationally and internationally
8	Government and other Agencies e.g. MOH, WHO, MAF, NGOs

## **QUALIFICATIONS & EXPERIENCE:**

### **Essential**

- An appropriate postgraduate university qualification of MSc level or higher with experience in research.
- Published papers in the relevant discipline in peer reviewed journals and/or have completed research.
- Be registered/ working towards registration as a Medical Laboratory Scientist with the MLSC under the Health Practitioners Competence Assurance Act
- Registration with the Medical Sciences Council of New Zealand as a Medical Laboratory Scientist
- The ability to maintain a high professional standard in line with the Competence Standards for Medical Laboratory Science Practitioners in Aotearoa New Zealand (Revised November 2018)
- A current Practising Certificate issued by the Medical Sciences Council of New Zealand

### **Personal Specification**

- Maintain a current Annual Practising Certificate by participation in a re-certification programme

### **Desirable Personal Attributes:**

- Be client focused and committed to quality outcomes
- Be an excellent communicator and influencer
- Demonstrate an ability to balance innovative and creative thinking with critical and objective analysis
- Be able to build and sustain positive and effective relationships
- Be committed to teamwork and be able to delegate, consult, build and guide an effective work team
- Be able to project a credible and dependable image
- Be able to communicate across all disciplines and occupational groups
- Be able to coach, mentor and empower others
- Be able to embrace, anticipate and manage change
- possess effective interpersonal skills be able to work effectively and efficiently
- Be highly motivated and able to work autonomously
- Be able to write and collate technical documents, scientific papers and operating procedures
- Have a good understanding of computer data entry/analysis methods and PC- based applications, including Microsoft Office suite
- Have planning/project management knowledge and experience

**INCUMBENT'S  
SIGNATURE:**

**DATE:**

**MANAGER'S  
SIGNATURE:**

**DATE:**