

Laboratories and Workshops Manager



The Laboratories and Workshops Manager is one of eight management positions within the Science and Commercial Operations Group who are responsible for planning the work programme, allocating resources and budgets across the Group and managing the timely delivery of quality research and laboratory services.

The Laboratories and Workshops Manager leads the laboratory, and workshop teams who manage our laboratories, workshops and facilities at our Avalon, Gracefield, and Wairakei sites. Laboratory expertise covers a wide range of disciplines from analysis of geothermal fluids, dating of groundwater, stable and radiocarbon isotopes analysis at the National Isotope Centre, to storage of ice core samples and rock and soil mechanics analysis

Reports to:	General Manager Science and Commercial Operations
Department:	Laboratories and Workshops
Group:	Science and Commercial Operations
Employment Type:	Permanent
Location:	Gracefield, Lower Hutt
Direct reports:	5
Budget:	TBC
Career Path:	Executive
Career Step:	11TR
Date:	December 2024

Position priorities and responsibilities

Science and Commercial Leadership Team

- As an effective member of the Science and Commercial Leadership Team you will work to:
 - Contribute to achieving organisational outcomes through GNS Science's Strategic Themes.
 - Review programmes, bids and proposals to ensure they are aligned with the Strategic Themes.
 - Undertake business development to develop and secure new commercial business.
- Ensure organisational programmes / projects are well understood, with appropriate resourcing and capability applied.
- Apportion work within own Department and between Departments to match resource availability with work requirements.
- Monitor and prioritise the work programme or projects at a Department and Group level.
- Monitor the performance of programmes and projects to ensure they are delivering in accordance with the plan, at Departmental and Group level.

- Agree programme and project budgets across the Group and monitor performance against budgets.
- Meet or exceed collective revenue and profit targets set in conjunction with the Science and Commercial Leadership Team.
- Ensure Department and Group capability is monitored and developed to ensure ongoing success.
- Management of all laboratory and workshop facilities including asset management and development of capital expenditure cases to purchase replacement and new equipment.
- Actively participate in meetings of the Science and Commercial Leadership Team.
- Act as a member of a governance body with other managers or specialists for specific programmes or projects if required.
- Actively contribute to embedding Vision Mātauranga across GNS Science and increasing organisational understanding of Te Ao Māori and Tikanga Māori capabilities.
- Support and implement the decisions of Executive Leadership.
- Display an awareness of all significant internal and external issues and developments impacting on GNS Science.
- Build and maintain productive working relationships with stakeholders to secure opportunities, achieve results and enhance the reputation of GNS Science.
- Put in place plans for business continuity and ensure staff are aware of individual responsibilities.
- Promote the capabilities of GNS Science.

People Leadership

- Empower and coach direct reports to effectively lead and manage their teams:
 - Share updates on programmes and projects, learnings from debrief sessions and options for continuous improvements.
 - Resolve issues and celebrate successes.
 - Review how the group is delivering to the intended purpose or objectives.
- Ensure the recruitment of high calibre personnel required for the future success of the organisation's science operations.
- Ensure the health safety and wellbeing of workers across the laboratory and workshop work teams.
- Manage and review the performance, development and remuneration of direct reports and overall review of staff within the Laboratories and Workshops Department.
- Actively engage in progression, talent management and succession processes, as well as other organisational processes related to your department.
- Ensure team leaders are managing their staff resources and developing flexible working teams in order to meet existing and future needs.
- Establish work teams, either on a short-term basis or for longer periods to achieve strategic and operational outcomes.
- Ensure the prompt and effective resolution of staffing issues or disputes.
- Establish a positive culture and morale, so as to enhance staff motivation, capability and performance.
- Act as a conduit for communication and information flowing from the General Manager Science and Commercial Operations and the Executive Leadership Team and equally conveying information back up through the management structure for staff.

Technical Leadership

- In collaboration with relevant science leaders, lead the scientific and operational direction of the Laboratories and Workshops Department.
- Provide advice related to the functional expertise of the Laboratories and Workshops Department to the Executive Leadership Team and other scientific leaders and staff.

- Ensure laboratories comply with legislative requirements (including Health and Safety at Work (Hazardous Substances) Regulations 2017 and relevant Safe Work Instruments).
- Advise on matters concerning quality, excellence and integrity in relation to functional expertise.
- Contribute to ideas arising from collaboration clusters and support successful ideas to become proposals or bids.

Financial Management

- Establish and monitor budgets to achieve the organisation's performance objectives at the Department level and at the Group level.
- Achieve or exceed agreed collective financial targets for the Science and Commercial Group by allocating funding to agreed programmes or projects or teams.
- Monitor the performance of costs within the Laboratories and Collections Department in accordance with agreed budgets.
- Ensure the cost-effective acquisition and utilisation of resources at the Department level and at the Science and Commercial Group level.
- Adhere to the organisation's accounting and financial control procedures and delegations.

Relationship Management

- Build and leverage external stakeholders and relevant organisations to enhance the reputation of GNS Science and to facilitate any collaborative partnerships or work opportunities.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Science and Commercial Leadership Team
- General Manager Science Futures
- Theme Leaders
- Science Advisory Group
- Innovation Hub
- Team Leaders
- Business Services Group
- People & Culture Group
- The Board

External:

- Crown Research Institutes
- Other science and research organisations
- Stakeholders and customers

Person specification

Skills, knowledge and attributes

- Well-developed collaboration skills.
- Up-to-date knowledge in relevant science and/or operational areas.
- Strong network and reputation in relevant fields.
- Well-developed knowledge of laboratory processes.
- Well developed knowledge of health and safety management practices relating to laboratories and workshop operations. This includes the management of hazardous substances and radioactive materials.
- Knowledge of the science and technology sector and funding mechanisms within New Zealand.
- Well-developed leadership skills, particularly experienced through times of organisational change.
- Able to manage yourself and staff through times of change and able to drive activity through times of ambiguity.
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Personal competencies

- Collaboration skills
- Communications and facilitation skills
- Working as a member of a team and working through others
- Critical analysis and decision-making skills
- Creative thinking
- Decision making
- Problem solving
- Self-development and English, Maths and IT user skills

Experience

Essential:

- At least 15 years' experience in a similar discipline.
- Demonstrated senior management experience, and strong leadership capability.
- Has operated successfully in a collective leadership environment.
- Has successfully led similar laboratory and workshop operations, preferably in a science setting.
- Experience in engaging with diverse stakeholder groups to develop sustainable relationships.

Qualifications

Essential:

- Post-graduate qualification in a relevant science discipline or equivalent work experience.

Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are

also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.