

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Medical Laboratory Technician
Reports to	Service Leader
Location	Wellington Hospital
Department	Wellington Regional Genetics Laboratory
Date	21-08-2026
Salary band (indicative)ⁱ	Technical/non-degree 5.3.4 Core Scale Group B (\$73,876-\$88,887)
Children's Worker roleⁱⁱ	No

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

To provide essential laboratory support for scientific and administrative staff. This role includes a diverse range of routine tasks including reagent preparation, equipment maintenance, stock control, ordering of supplies, data entry, processing of samples, genetic testing and supporting the sendaway process.

Individual performance objectives and criteria will be based on this position description

Key Result Area	Expected Outcomes / Performance Indicators
Sample Processing	- Extracting DNA from blood, tissue and FFPE slides using automated and manual methods - DNA quantification checks using NanoSpec, Qubit, TapeStation and gel electrophoresis - Performing molecular genetics tests, such as PCR and MLPA - Initiation and processing of prenatal, postnatal and oncology specimens for cytogenetic investigation; setting up, culture, harvesting, slide making and banding of slide preparations - Initiation of FISH testing

	• Use of Metafer – metaphase finding application • Processing of specimens for CMA testing • Aliquoting, packaging and shipping of DNA samples to external laboratories for Sendaway tests • Writing reports for DNA storage and sendaway tests • Data entry • Stock control, ordering and receipting of clinical supplies
Technical Maintenance and Calibration of Equipment	• Decontamination of the biological safety cabinet, laminar flow cabinets, incubators, centrifuges and waterbaths • Internal quality control measures including daily monitoring of refrigerators, freezers, waterbaths, incubators and CO2 cylinders • Regular calibrations of all temperature critical equipment, pipettes, weighing balance and incubators. • Carry out testing and calibration of new equipment prior to use and help provide appropriate documentation of testing and maintenance requirements • Washing and cleaning of laboratory apparatus and designated laboratory areas • Sterilisation of laboratory glassware and plastic ware • Checking of Millipore water filter system and changing the cartridge as necessary • Performing regular stock takes, complete budgeting and ordering of all laboratory supplies
Laboratory Reception	• Receives patient samples and assists with timely data entry
Professional Development	• Maintains and/or extends knowledge and skill base required for effective performance, and is prepared to accept work that will develop or consolidate new skills • Participates in own annual performance review • Identifies own learning needs and negotiates appropriate education and training.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.

Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Medical Practitioners • External laboratories	• Clinical Staff • Laboratory Service Staff • Scientists • Technicians • Assistants • Administrators

About you – to succeed in this role

You will have

Essential:

- [Previous experience of working within a laboratory
- Passed the Qualified Medical Laboratory Technician (QMLT) examination as set by the New Zealand Institute of Medical Laboratory Science (NZIMLS) / awarded the Qualified Medical Laboratory Technician Certificate by NZIMLS / hold a relevant biological science qualification from a New Zealand university or equivalent overseas qualification.

- Registration with the Medical Sciences Council of New Zealand as a Technician
- Current Practising Certificate to practice as a technician

Desired:

- [Keen interest in the field of genetics]

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
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ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.