



POSITION DESCRIPTION

Position Description: Laboratory Technician **Status:** Part time-term time

Reports to: Head of Department **Date:** January 2020

Classification: School Officer Level 5

Purpose of Position:

Under the broad guidance of the Head of Department, provide support to the Science Teaching programs of the College through the preparation and design of experiments, delivery of equipment and materials to the Science learning area, organisation of the laboratory and preparation area in line to WH&S standards and current legislation and provide in-class support as required.

Key Characteristics:

These include the ability to:

- Communicate effectively with staff and students in a way that upholds College values.
- Demonstrate a capacity for self-organisation and an ability to respond and adapt while operating in an environment, which is often demanding and busy.
- Apply knowledge with depth in some specific areas and utilises a broad range of skills.
- Exercise discretion and good judgement in planning, selection of equipment, and organisation of supports services.
- Demonstrate an ability to complete a wide variety of tasks in a variety of contexts with complexity in the ranges and choice of actions required.
- Achieve outcomes within specified time lines.
- Work safely in a College environment and meet the requirements of Student protection legislation.

Supervision:

Work will be carried out under general supervision of the Head of Department and may be checked in relation to overall progress. Broad guidance may be provided. Head of Department and teaching staff will clarify expected outcomes of support services.

Supervision of Others:

General supervision of the Laboratory Assistant would be required.

Qualifications:

Tertiary qualifications at Associate Diploma level or above or equivalent qualifications relevant to the position would be required, or such knowledge, qualifications and experience that are deemed by the employer as necessary to carry out the duties of the position.

Specific Duties:

Specific duties may include but are not limited to:

- Acting on the directions and curriculum requirements of teaching staff, design and demonstrate experiments, within a variety of routines and procedures, where discretion and judgement are required;
- Preparing, maintaining, organising, setting up and dismantling equipment and material for experiments within a variety of routines and procedures, and with a depth of knowledge in specific areas.
- Assisting student learning either individually or in groups, in the classroom, on camps and on excursions, under the general supervision of a teacher
- Creating solutions, reagents and media
- Assisting with the development of new experiments and classroom activities and trialling practical activities
- Maintain knowledge of and follow the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines
- Maintaining a stock register of all consumable and non-consumable goods in the Science laboratories
- Purchasing stock as required under the general supervision of the Head of Department in accordance with the College Purchasing Policy
- Checking stock on arrival and processing according to College procedures
- Ensuring chemicals are stored, labelled and disposed of in accordance with safety regulations
- Ensuring Chem Watch is regularly updated
- Ensuring MSDS Forms are completed for each experiment
- Maintaining Science Practical Safety Sheets/Risk Assessment Forms and records of all experiments conducted in the science laboratories
- Assisting with keeping staff up to date with Workplace Health and Safety advice for the science laboratories
- Assisting Science staff in preparation for science excursions and camps
- Assisting student learning in the classroom, on excursions and on camps
- Ensuring laboratories and equipment are clean and properly maintained
- Reporting any damages or concerns for safety to the appropriate person
- Ensuring equipment and glassware are maintained
- Handling and disposing of appropriately, plant and animal matter and microbiological cultures
- Maintaining appropriate spillage kit
- Following humane procedures for handling of live animals
- Practising confidentiality in relation to all aspects of the role

Other:

- Be supportive of the Catholic ethos of the school.
- contribute actively to the development and implementation of College policies and procedures
- contribute to a safe and healthy working environment consistent with the College's Mission Statement and *Work Health and Safety* requirements
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all College policies and procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.