



Role Description & Employee Specification

TITLE OF ROLE: Science Laboratory Technician

CLASSIFICATION: Dependent on applicants' ability and experience (LSO Grade 3)

TENURE: Permanent Part-Time (15-18 hours per week / 40 weeks per year)

ROLE DESCRIPTION

To assist with the preparation and delivery of equipment and materials for the Science Learning Area(s), maintaining control of equipment and the laboratories in order to support the Science programs throughout the School in line with WHS standards and current legislation.

Carry out an extensive range of laboratory duties, including:

- Preparing equipment and materials for teachers and students to undertake complex practical activities.
- Making calculations to prepare solutions, mixtures and compounds.
- Demonstrating techniques to students.
- Trialling new practicals and refine methods and suggest alternatives.
- Being responsible for the diet and housing of flora and fauna and lodging required government reports.
- Maintaining complex scientific equipment, monitoring its performance, standardising and calibrating as necessary.
- Establishing and designing systems for stock control in conjunction with science coordinator.
- Playing a major role in preparation and research by determining quality and quantities required for replacement of consumables and suggesting possible new equipment.
- Determining equipment requirements in consultation with science coordinator.
- Acting on and following up long-term solutions for hazards.
- Preparing risk assessments and safe operating procedures for complex tasks performed.
- Generating simple Risk and Safety labels for decanted chemicals.

USE OF KNOWLEDGE

The Science Laboratory Technician will be:

- Required to apply a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.
- Fully competent in a technical sense and require little or no guidance during the performance of work.
- Undertake research to obtain guidance as required in the achievement of stated objectives.

USE OF SKILLS AND PROBLEM SOLVING

The Science Laboratory Technician will analyse, diagnose, design and implement solutions across a broad range of technical or management functions.

CONTROL, AUTHORITY AND DECISION MAKING

The Science Laboratory Technician:

- Will require a high degree of initiative, discretion and capacity to program their work.
- May be required to prepare a budget.

JUDGMENT

The Science Laboratory Technician will evaluate information and use for forecasting, planning or research purposes.

RESPONSIBILITIES AND ACCOUNTABILITIES

The Science Laboratory Technician will be responsible for own outcomes within broad parameters.

KEY WORKING RELATIONSHIPS

The Science Laboratory Technician will report to the lead science teacher and may be responsible for the supervision of others such as:

- volunteers
- students with formally identified special needs
- students undertaking practical ICT activities
- Other LSOs staff of lower level

Other significant working relationships involve the working alongside the science teacher(s) and administration staff.

SPECIAL CONDITIONS

- Current Working with Children Check.
- Current National Police National Police Check clearance.
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Current Lutheran Education Australia Valuing Safe Communities training (can be provided in-house).
- Current Driver's License - Class C.
- Must be fully vaccinated against COVID-19 or have an approved medical exemption endorsed by the Chief Public Health Officer (or delegate).

KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Key Outcomes

- Maintain the Science laboratories.
- Provide support for the Science programs throughout the School.
- Prepare and set up experiments for Science classes.
- Clean and pack up completed experiments for Science classes.
- Maintain control of equipment.
- Assist teaching staff, on occasions, with demonstrations and class practical work.
- Other duties as required by the lead science teacher.

Preparation of Resources and Materials

- Make up solutions, reagents and media.
- Carry out regular servicing and organise repair of equipment.
- Offer assistance in developing new activities and trialling practical activities.
- Ensure equipment requests are delivered promptly.
- Regularly review ordering and preparation process to provide flexibility for both the technician and Science staff.
- Supervise the timely ordering of equipment and chemical supplies from suppliers.

Workplace safety

- Regularly review the safety status of the laboratories.
- Maintain knowledge of and follow the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area.
- Follow safe storage practice of all materials used within the Science Learning Area.
- Keep updated file of Material Safety Data Sheets.
- Keep updated file system and control of all chemical and safety audits.
- Keep an updated stock list which is easily accessible to all staff.
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines.
- Ensure preparation areas are kept safe, neat and tidy.
- Understand and fulfil their legal responsibilities and share responsibility for the integrity of their profession.

Team Work

- Offer assistance and support to Science staff.
- Co-ordinate the use of practical resources and facilities between Science teachers and Science areas.
- Communicate effectively face-to-face and via email.
- Foster positive relationships with staff and students.
- Demonstrate the ability and willingness to work across all areas of the school.
- Maintain knowledge of current best practice
- Work collaboratively with other members of the profession and engage in discussion of contemporary issues and research to improve professional practice.
- Identify their own professional learning needs and plan for and engage in professional learning activities.

EXPERIENCE:

- Must hold excellent interpersonal skills, including the ability to work with people of all ages, in particular the student body and members of the School Community.
- Experience in the position of Science Laboratory Technician in previous employment.
- Ability to use Microsoft Office and Google Workplace computer software.
- Excellent communication skills written and verbal, in particular providing advice and seeking feedback from science faculty staff members.

KEY SELECTION CRITERIA:

- An appropriate Science or Laboratory Technician qualification with experience working in a school environment preferred.
- Knowledge of the requirements for SACE Chemistry, Biology and Physics an advantage.
- Ability to work as part of a team with a customer service focus.
- Strong organisational and time management skills.
- Able to communicate effectively with a range of people and strong interpersonal skills.
- Ability to relate to school age children.
- Efficient in the utilisation and organisation of resources.
- Well versed in risk assessment procedures.
- Sound knowledge of current WHS legislation and regulations as they relate to school science laboratories.
- Supportive of the ethos of the school and endeavour to exemplify a lifestyle in accordance with this.