

LABORATORY TECHNICIAN



Preamble

The Laboratory Technician works under the direction of the Science Leader and in collaboration with Science Teachers. The primary role of the Laboratory Technician is the care and maintenance of the laboratories and the provision of support, apparatus and/or materials for practical classes. At St Joseph's College, Laboratory Technicians form part of a team of staff working across two campuses.

Qualities Required

1. Friendly and warm disposition.
2. Welcoming and helpful personality.
3. Ability to interact well with staff, parents and students.
4. Ability to work effectively under pressure.
5. Ability to problem solve.
6. Loyalty to the College and its staff.
7. Ability to work flexibly across a two-campus environment.
8. Support of College policies and strategic direction.

Qualifications and Skills

1. Relevant qualifications.
2. Excellent interpersonal and communication skills.
3. Appropriate ICT skills and ability to document and communicate in electronic form to a high degree of accuracy in a timely manner.
4. Strong organisational skills.
5. Level 2 First Aid.
6. OH&S training.
7. Excellent understanding of the operations of a secondary school.
8. Understanding of students with additional needs.

Duties

Maintenance of Laboratory Equipment

- Simple repairs of College laboratory equipment.
- Arranging servicing and repair of College laboratory equipment.
- Ensuring laboratory equipment in the College is ready for use by ensuring it has:
 - All relevant parts together, it is safe and has been correctly tested and tagged as required.
 - Undergone a Risk Assessment as required and had a procedure document (How To) outlining its safe operation completed.
 - Implement the use of safety data sheets as appropriate.
- Assisting the other Laboratory Technician with organising the laboratory equipment stock take as required.
- Assist with sourcing and pick up of materials and equipment.

Preparation of Laboratory Equipment for Classroom and School Events

- Setting up practical activities ready for use, as required.
- Working in conjunction with the other Laboratory Technicians with teaching students and staff the correct use of equipment.
- Liaise with Science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
- As required, assist science teaching staff with demonstrations.

- Assist with sourcing practical activities.
- Prepare solutions, stains and media for use in the laboratory.
- Assist with labelling, storage and stocktaking of equipment and chemicals.
- Care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.
- Collect and maintain living specimens (in accordance with regulations).
- Collect off campus scientific materials and field samples.
- Assisting the Science Leader and the other Laboratory Technician with the running of the extra curricula Science activities, as required (e.g. Taster Mornings, Science Week, extension programs etc).
- Assisting with the setting up of whole school activities, as required e.g. Open Days.

Other Professional Duties

- Participate in Science Learning Area meetings as required.
- Participate in scheduled College professional development.
- Assist with the care of the aquariums and fish.
- Assist with the care of the vivarium and its inhabitants.
- Participate in approved Laboratory Technician professional development.
- Assist with the mentoring/induction of new laboratory staff.
- As an Education Support Employee, be willing to perform non-Laboratory tasks within the College as required e.g. admin work.
- Other duties as designated by the Principal (or delegate) and Science Leader.

Key Performance Indicators

1. Smooth operation of practical activities.
2. Proven safety record.
3. Staff satisfaction with support received in relation to practical activities.
4. Regular participation and contribution to professional learning including meetings and professional development.
5. Flexible and harmonious working relationships within the Science Team and especially with the other Laboratory Technician.
6. Ability to complete duties in a professional and timely manner.
7. Ability to demonstrate teamwork.
8. Ability to respond effectively to constructive feedback.
9. Ability to participate in an appropriate professional development plan.

Terms and Conditions

Salaries and conditions are set by the *Victorian Catholic Education Multi Enterprise Agreement 2018*.

The position is Category B.

The position reports to the Science Leader.

Full-time or Part-time to be determined.

October 2022