



POSITION DESCRIPTION

LABORATORY TECHNICIAN

POSITION OBJECTIVES

The Laboratory Technicians support the Science teaching teams to ensure the smooth operation and delivery of the Science curriculum which includes ensuring all practical requirements are met in an organised and timely fashion and that Laboratories and science equipment are well maintained.

KEY RESPONSIBILITIES

Leadership	- Contribute to the achievement of the College vision and goals through assisting with the delivery of high-quality learning outcomes for all students - Embrace and enhance the position of the College as a leading provider of education - Establish and maintain a supportive school environment
Laboratory support	- Procurement of resources as required by the teaching and learning programs - Regular maintenance of laboratory equipment - Ensure preparation of chemicals, experiments, etc. are performed in accordance with current relevant regulations and information outlined in Material Safety Data sheets and Risk Assessment guides. - Prepare materials, stock and standard solutions, specimens and apparatus as required by the Science programs - Assist with the planning, setting up and testing of methods/ demonstrations/ experiments ensuring they function correctly - Assist teachers in planning, developing and refining Scientific demonstrations/ experiments/ simulations - Collection and clean-up of equipment following the conclusion of science practical classes - Adopting safe disposal of biological and chemical residues and waste in accordance with Victorian Government regulations - Ensure laboratories are kept clean, tidy and clutter free at all times including regular testing of safety equipment such as eye wash and safety showers - Maintain adequate stocks of equipment and chemicals to facilitate efficiency when practicals are requested - Ensure Material Safety Data Sheets and the Hazardous Substances Register is maintained and up to date at all times according to government regulations - Maintain an accurate record of purchasing data for budgeting purposes - Other incidental duties such as special orders, emails, making bookings etc. required to facilitate the teaching and learning programs as directed by the Faculty Head of Science when needed - Ensure Laboratory preparation areas are well maintained, clutter free and compliant with OHS regulations
Relationship management	- Foster positive quality relationships with staff and students - Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives - Provide prompt, accurate and professional responses to students and staff - Actively promote and support a team environment
Child Safety	- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety - Assist in the provision of a child-safe environment for students

St Kevin's College Ltd.

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KEY RESPONSIBILITIES

	• Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	• Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve
General Duties	• Keep abreast of and ensure compliance with OHS standards and codes • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend whole school meetings, conferences and after school services/assemblies, mass, community and faith days as required by the Principal • Other duties as directed by the Principal • The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	• Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work
Education and Experience	Essential: • Experience as a Laboratory Technician • Relevant qualification/s • First Aid Level II Certificate is desirable • Working with Children Check • Criminal Records Check
Skills and Attributes	• Ability to work autonomously and as part of a team with the ability to cultivate credibility, respect and honesty • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Well-developed decision-making skills • Excellent oral and written communication skills • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Proficient ICT skills in common software platforms such as Alii(Invoicing software), Microsoft Office, Risk Assess • Ability to work calmly under pressure • Ability and willingness to accept policy directives

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