

POSITION DESCRIPTION

Position:	Laboratory Manager
Key Relationships:	This position reports to the Head of Science.
Primary Role Purpose:	The Laboratory Manager is responsible for laboratory management, and the preparation of practical teaching and learning resources for classroom practical activities in conjunction with the Head of Science.

Key Internal Relationships and Accountabilities

Reports directly to the Head of Science.

Associated Relationships

- Principal
- Head of Science
- Laboratory Technician Assistant
- Staff and Students

Key Duties and Responsibilities

The Laboratory Manager will:

- Work collaboratively with the Head of Science in the preparation of the annual Science budget request and monitor the Science expenditure in order to meet projected budgets.
- Maintain organisation and upkeep of the Preparation Laboratory area. Report any maintenance requirements to Head of Science and Maintenance department.
- Have discretionary control over ongoing supplies and maintenance expenditure for the laboratory in conjunction with the Head of Science.
- Liaise with the Head of Science to advise on efficient procedures for servicing the teaching and learning needs of science, including the preparation and maintenance of the Science Learning Area Handbook.
- Provide training and development opportunities to the Laboratory Technician Assistant, ensuring competency to fulfill the inherent requirements of the position.
- Provide regular tasking and direction to the Laboratory Technician Assistant to fulfill the inherent requirements of the position.
- Work with the Head of Science to ensure adequate supplies of chemicals, equipment and other materials, and to purchase / order materials when required.
- Trial new practical exercise upon request and provide technical information to teaching staff for optimal practical outcomes.
- Respond to the requests of teaching staff regarding equipment required for practical classes and demonstrations within an appropriate time frame and with consideration of associated risk.

Suggest substitutes for high risk activities.

- Ensure that all equipment provided for these purposes is clean, calibrated, serviced and test tagged if required, in good working order and that chemicals are provided in appropriate containers, labelled correctly, including associated risk pictograms.
- Responsible for the correct and safe storage of chemicals, to maintain chemical inventory of volume of all science chemicals in stock, withdraw chemicals, to keep adequate amounts of useful chemicals available for classroom use (e.g. diluted acids and bases) and arrange for safe disposal of wastes (e.g. agar plates, unwanted chemicals), including arranging an external chemical disposal company when appropriate.
- Arrange for appropriate storage of equipment and to compile an inventory of equipment and storage locations in the college.
- Conduct a full audit of equipment and chemicals in November - December each year to monitor and maintain stock levels.
- Maintain the Safety Data Sheets register and update regularly to ensure legislative compliance.
- Maintain and update risk assessments for all chemicals to ensure legislative compliance.
- Manage appropriate labelling to comply with the global harmonised system for chemicals.
- Where possible, be available to assist within the classroom when equipment, chemicals etc. are being used.
- Responsible for regular periodic cleaning of glassware stored in classrooms and for checking of equipment such as Bunsen burners, etc.
- Contribute to and help monitor laboratory safety with the Head of Science.
- Report dysfunctional services to the Chief Operating Officer (e.g. faulty gas taps, electric switches, lights).
- Maintain currency of safety knowledge and occupational health and safety by engaging in professional development including, but not limited to, laboratory technician workshops and seminars and Laboratory Technician networking.
- Specialty cleaning of sinks, desktops and benches as required (e.g. chemical spills or glass breakage).
- Arrange for repair of equipment by external maintenance companies (i.e. microscopes, physics equipment) as necessary (if they cannot be repaired within the College). Tag any equipment which is not in good working order as "Out Of Order" to ensure it not be used unsafely.
- Assist in preparations for camps and field trips.
- Assist in preparation of displays, maintenance of aquaria, and care of laboratory animals as required.
- Take responsibility for the Science Laboratories in the absence of the Head of Science and science teachers.

The above are considered the key duties and responsibilities of the position, however the position description is considered dynamic and is subject to change, in consultation, to meet the needs of our students and the College.

Other Information

Experience and Qualifications

- An appropriate Science or Laboratory Technician qualification with experience working in a school environment preferred.
- Working knowledge of chemistry, biology, physics, laboratory and health and safety practices.
- Knowledge of science subjects relevant to the curriculum taught in secondary schools.
- Demonstrated understanding of the correct procedures for preparing, handling storing and disposing of chemicals and other scientific materials.
- Excellent time management and organisational skills.
- Ability to work independently and as a team member.
- Ability to be self-motivated, focused and complete tasks on time.
- Proficient with Microsoft Office.
- Experience using Risk Assess is advantageous.
- First Aid certification.

Personal Qualities

The successful candidate will exhibit the following personal qualities:

- Strong interpersonal and collaborative skills to effectively communicate with students, teachers and other staff members.
- Strong attention to detail.
- Professional and tidy appearance.
- Be a role model and positive member of the College community including being fully supportive of the College.
- A successfully completed Working With Children Check.

Professional Expectations

All staff are expected to:

- Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards – Managing the risk of child abuse in schools” and Luther College Child Safety Code of Conduct.
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The College has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the College's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Selection Criteria

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

- SC1** Working knowledge of chemistry, biology, physics, environmental science and sustainability, STEM, laboratory and health and safety practices.
- SC2** Demonstrated understanding of the correct procedures for preparing, handling storing and disposing of chemicals and other scientific materials.
- SC3** Work productively and positively with team members and teachers.
- SC4** Have the capacity to learn and utilise the school's Learning Management System, Omnia (Schoolbox).
- SC5** The demonstrated ability to support the Lutheran ethos of the College, its worship and devotional program.