

POSITION DESCRIPTION

Position: Laboratory Technician
Position Type: Ongoing, part time, term time
Position Classification: Grade C in accordance with the Lutheran Education (Victorian Schools) Multi Enterprise Agreement

Reporting Key Relationships: This role reports to the Laboratory Manager, and will be expected to work closely with the Head of Science and other learning area staff.

Primary Role Purpose:

The Laboratory Technician is employed to support teachers in the Science learning area with practical activities required to facilitate Science classes.

Key Responsibilities:

All non-teaching members of staff are expected to fulfill their duties and responsibilities in ways that strengthens Lutheran identity, enhances excellence in teaching and learning, engages in continuous improvement and innovation, builds community and connection, and leads effective organisation and management.

These expectations are delivered through the following duties and responsibilities:

- Work with the Laboratory Manager and Head of Science in the preparation of the annual Science budget. Monitor Science expenditure (kept on a database) in order to meet projected budgets
- Work with the Laboratory Manager and Head of Science to advise on efficient procedures for servicing Science and student needs, including the preparation and maintenance of the Science Department Handbook.
- Work with the Laboratory Manager and Head of Science to ensure adequate supplies of chemicals, equipment and other materials, and to purchase / order materials when required.
- Respond to the requests of Year 7 & 8 Science teaching staff with regard to equipment etc. required for practical classes and demonstrations within an appropriate time frame.
- Ensure that all equipment provided for these purposes is clean and in good working order and that chemicals are provided in appropriate containers, labelled correctly.
- Contributes to the correct and safe storage of chemicals, to 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 a list of equipment and storage locations in the college.
- Conduct a full audit of equipment and chemicals in November - December each year and to maintain an updated data base.
- 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 teaching staff and provide support during demonstrations 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 Laboratory Manager and Head of Science.
- Report dysfunctional services to the Laboratory Manager and Head of Science, and then to the Chief Operating Officer as directed (e.g. faulty gas taps, electric switches, lights).
- Keep up with current developments regarding legislation on safety etc., by attending laboratory technician workshops and seminars and regularly attend Laboratory Technician Network meetings.
- Specialty cleaning of sinks, desk tops and benches as required (e.g. chemical spills or glass breakage).
- Arrange for repair of equipment by outside maintenance companies (i.e. microscopes, physics equipment) as necessary (if they cannot be repaired within the college).
- Assist in preparations for camps and field trips.
- Assist in preparation of displays, maintenance of aquaria, and care of laboratory animals as required.
- Responsible for the science laboratories in the absence of the Laboratory Manager and Head of Science.
- Other duties as required by the Laboratory Manager and Head of Science or Principal.

Key Internal Relationships

Associated Relationships:

- Laboratory Manager
- Head of Science
- Executive Leadership Team members
- Teachers
- Operations staff
- Students

Qualifications

- A successful employer Working with Children Check.
- First Aid certification.
- A Satisfactory Result of a National Police Check

Skills, Qualities, Capabilities

The Laboratory Technician will exhibit the following personal qualities:

- Strong interpersonal / personal skills including excellent communication skills.
- Excellent time management and organisational skills with the ability to multitask.
- Be a role model and positive member of the college community including being fully supportive of the college.
- Ability to be self-motivated, focused and to complete tasks on time.
- Proficient computer skills and use of Microsoft Office Programs.
- 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.
- Experience using Risk Assess is advantageous.
- Demonstrated experienced working within a school environment would be advantageous.

Professional Expectations

All staff are expected to:

- Demonstrate commitment to Ministerial Order No. 1359 “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.

Core Leadership Behaviours

The Library Technician is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College’s strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

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 and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, 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.

Key Selection Criteria

- SC1** Working knowledge of chemistry, biology, physics, 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) and Risk Assess.
- SC5** The demonstrated ability to support the Lutheran ethos of the College, its worship and devotional program.