

# LABORATORY TECHNICIAN

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>STEM Centre Manager</b>
<b>Tenure:</b>	<b>Fixed Term</b>
<b>Fraction:</b>	<b>Full-time 1.0 FTE</b>
<b>Hours:</b>	<b>38 hours per week; 8:00am – 4:06pm Monday to Friday</b>
<b>Salary:</b>	<b>General Staff Level 3</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Prepared:</b>	<b>May 2021</b>

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## Position Context

Hume Anglican Grammar is a dual campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2019, the School opened its second campus on an 8-hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley campus. Commencing with junior primary, each year additional classes and year levels will be added so the campus will have an enrolment of 1,300 from Prep to Year 12. This year, the school has a total enrolment of over 1,445 students (Mt Ridley 1,205 & Donnybrook 240) and employs 140 staff - 100 teaching and 40 non-teaching.

The school is on a growth trajectory and in 2021 is expected to enrol over 1,600 students (Mt Ridley 1,287 & Donnybrook 322). It will ultimately have some 2,700 students on the two campuses with plans for further expansion.

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## Purpose of the Position

The Laboratory Technician is a key position within the Science Department and works collaboratively with the Science teaching staff, including the STEM Centre Manager and the Head of Learning - Science, to provide effective learning outcomes for students at Hume Anglican Grammar. The purpose of the role is to ensure efficient and effective operation of the Science laboratories and management of resources.

The Laboratory Technician will exercise significant initiative, be able to work autonomously, and will assist in the preparation of materials for all Science disciplines from Years 7 to 12. The Laboratory Technician must be appropriately qualified with demonstrated experience, knowledge, competence and skill as a Science Laboratory staff member to undertake this essential role for the School to achieve its curriculum goals.

The Laboratory Technician will need to be very organised and self-disciplined, have high standards and strive to improve their own practice and to make efficiencies in the school setting.

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## Nature of the Position

The Laboratory Technician is accountable for delivering a high level of scientific expertise to support and enhance student learning outcomes. The Laboratory Technician assists the STEM Centre Manager and teachers to plan and develop practical exercises congruent with student learning goals. The role provides technical assistance and expertise to the STEM Centre Manager and teachers regarding laboratory processes, health and safety requirements and resource management in the delivery of science programs. Within the role, the Laboratory Technician works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

The Laboratory Technician is responsible to the STEM Centre Manager but works with a degree of autonomy under limited direction and instruction. The Laboratory Technician exercises judgement and discretion in delivering a range of scientific services that may have a degree of complexity.

The Laboratory Technician works 39 weeks of the year which includes the 38 term weeks and the week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks.

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## Responsibilities and Duties

Roles and responsibilities will include:

### **Student learning outcomes**

- Preparing practical materials for the assigned laboratory for classes from Years 7-12 as requested by teaching staff according to agreed service level timeframes.
- Efficiently and effectively maintaining laboratory productivity by monitoring the workload and curriculum requirements by identifying peaks and troughs in the operational demands.
- Establishing and maintaining standards for supplies, equipment levels including certifying equipment and instrument performance, service, repair and replacement.
- Assisting the STEM Centre Manager to manage the laboratory effectively: during non-teaching periods prepare for next teaching period. This may include, but is not restricted to, checking classroom equipment and consumable levels, cleaning and tidying all laboratory surfaces in teaching and non-teaching areas including sinks, boards, storage areas, administration requests for instance, plan and prepare practical materials for coming teaching units.
- Maintaining the laboratory hygiene level: deliver, remove, clean and store practical materials in a timely manner and according to the legislative requirements.
- Researching a range of scientific processes and applications to support curriculum requirements and liaise with teachers to plan and develop appropriate learning activities, including experiments, for students.
- Designing, trailing and demonstrating experiments for lesson use if deemed necessary in collaboration with teaching staff and develop appropriate learning activities for students.
- Certifying risk assessments for learning activities completed by teaching staff.
- Advising and assisting teachers and students in safety matters relating to science laboratories and processes.
- Demonstrating laboratory techniques to science teaching staff/students, as required.
- Assisting the STEM Centre Manager to organise training of Science staff regarding use of equipment.

### **Safe, clean and efficient laboratory operations**

- Maintaining laboratory in good order.
- Maintaining chemical and scientific equipment registers and databases.
- Coordinating security of science laboratory, materials and equipment.
- Coordinating labelling, storage, stocktaking and ordering of chemicals, equipment and consumables.
- Implementing and maintaining safe storage/handling/disposal systems for chemicals and other toxic or biologically hazardous substances in accordance with current regulations.
- Caring for flora and fauna, and collecting and maintaining living specimens, in accordance with current regulations.
- Assisting with laboratory safety audits.
- Manufacturing, maintaining and repairing equipment and apparatus.
- Developing and implementing maintenance procedures for laboratory equipment.

### **Laboratory administration**

- Receiving and processing requests for experiments using Risk Assess.
- Providing technical advice in relation to risk assessments for laboratory experiments and science projects undertaken by students.
- Responsible for supporting all laboratories and laboratory related activities.
- Managing the suitability of each experiment based on level of risk and the safety of chemicals to be used.
- Advising and assisting Science teaching staff in safety matters relating to the science laboratory.
- Developing and implementing operational guidelines and practices in science laboratory.
- Controlling the storage, safe handling and usage of chemicals and associated materials within the framework of science education.
- Preparing, in advance, chemical, electronic and other materials for class or individual student experimentation.
- Supervising the issue and return of chemicals, materials and equipment used in the classroom by teachers and students.
- Disposing of chemicals and equipment in accordance with legislation.
- Assisting with setting up displays and experiments to promote the school science program at events such as Open days and Discovery tours.
- Undertaking WH&S duties for the faculty and provide advice to teaching staff on standards in laboratory procedure.
- Obtaining all required permits and licences for materials held on site that are subject to such requirements.
- Obtaining, maintaining and breeding appropriate varieties of living organisms as required.
- Maintaining chemical and other scientific equipment registers and databases.
- Ordering various materials as required, including making necessary arrangements for despatch, collection and payment of the same, and maintaining associated inventories and records.
- Assisting with purchase of supplies and materials which may involve travel outside of school premises.
- Maintaining Chemwatch database: Materials Safety Data Sheet (MSDS) folders (with updates).
- Undertaking administrative and clerical duties associated with the above tasks.
- Maintaining current knowledge in practical activities and techniques in school science laboratories.
- Keeping up to date with legislations and regulations relating to lab safety.
- Liaising with sales representatives regarding scientific equipment.
- Undertaking skills development training to enhance job performance.
- Creating and review procedures and offer suggestions to improve efficiency.

## **Finance**

- Keeping accurate records of purchases/incoming orders.
- Developing budgetary proposals for laboratory.
- Assisting with managing the purchase requisitions for Science Laboratory resources and administer credit purchases.

## **General**

- Supporting teaching staff to help maintain and promote a safe and secure learning environment for all students.
  - Operating within the team in supporting their mission.
  - Other duties as directed by the Principal.
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## Qualifications, Skills and Experience

### **Essential**

- Demonstrated relevant experience in a similar role as a Laboratory Technician.
- A current Working with Children Check.

### **Desirable**

- Experience working in a school setting.
  - Ability to learn and effectively use new software programs.
  - Access to a car and a valid driving licence.
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## Personal Qualities

### **Essential**

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders.
- Outstanding organisational skills, planning, and ability to operate efficiently and effectively.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- The ability to build and maintain strong relationships with staff, students, parents and the community.
- Outstanding attention to detail.
- Personal sense of initiative, enthusiasm and high energy.
- Commitment to customer service and continuous improvement.
- A resourceful team member who can operate in a collaborative and inclusive manner.

### **Desirable**

- Demonstrated interest in ongoing personal professional development.
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## Key Selection Criteria

1. Demonstrated comprehensive knowledge and understanding of technical skills, safe work practices and standard operating procedures required to operate science equipment.
2. Demonstrated knowledge and understanding of Occupational Health and Safety, Risk Assessment and Hazard Management, and fundamental working knowledge of Chemical and Biological safety in Science.
3. Demonstrated experience in working within a laboratory environment, including preparing materials and experiments, and working to tight deadlines.

**This Position Description may be altered from time to time to meet the operational needs of the School.**