



Position Description

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| Position Title | Laboratory Technician |
| Reports to (Position) | Head of Science |
| Location | Mount Eliza, Australia |
| Employment Status | Part time (3 days/week) Term Time Only |

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This Position Description is a summary of the core responsibilities and expectations of a Laboratory Technician. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The Laboratory Technician supports the teaching staff in their practical work and in maintaining an efficient system for the use and allocation of materials and equipment, setting a priority system where necessary.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Head and Deputy Heads of Junior, Middle and Senior Years
- Head of Science
- Business Manager
- Facilities Team
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- External providers
- University Liaison
- Organisations & Industries

4. Core Responsibilities and Accountabilities

The Laboratory Technician is responsible for supporting teaching staff in their practical work and maintaining an efficient system for use and allocation of materials and equipment, setting a priority system where necessary. The School reserves the right to alter roles and responsibilities as operational needs require.

Teacher Support

- Liaise with science teaching staff
- Advise science teaching staff on technical components of curriculum
- Assist science teaching staff in technical components of curriculum
- Assist teaching staff with demonstrations
- Assist science teaching staff in instructing students on the use/care of equipment during experiments
- Prepare safety assessments in relation to the preparation of tasks
- Demonstrate laboratory techniques to science teaching staff and students
- Assist with the administration and learning technologies required by the department.
- Assist with the development of operational, OH&S and budgetary policy within the Science department



Preparation & Maintenance

- Prepare solutions, stains and media for use in the laboratory
- Maintain a safe chemical storage/handling/disposal system in accordance with current regulations
- Assist with security of science laboratory and equipment
- Maintain an inventory of equipment
- Acquire relevant catalogues and lists
- Assist with labelling, storage, stocktaking and ordering of equipment and chemicals
- Service and clean simple laboratory equipment and apparatus
- Develop maintenance procedures for laboratory equipment
- Attend appropriate professional development

Care

- Collect and maintain living specimens (in accordance with regulations)
- Collect off campus scientific materials and field samples

Liaison

- Liaise with organisations and industries for the purpose of acquiring equipment etc
- Liaise with other schools to share resources
- Be a member of a professional association
- Review, evaluate and modify laboratory practice – suggest alternatives/develop practical exercises
- Assist in unit formulation or curriculum planning
- Produce resource material

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Strong knowledge of technical components of the Victorian Curriculum from 7 to 12
- Strong communication skills
- Solid administrative skills; across the Microsoft Office Suite, Zenith and Synergetic
- Strong OHS awareness
- Excellent time management and organisational skills



6. Qualifications, Registrations and Experience

Qualifications & Registrations

- A Diploma in Applied Science or equivalent study
- Extensive experience in laboratory work (preferably in education)
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence

Experience

- Minimum 2 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010) and the National Employment Standards. The position is graded at School Curriculum Resources Officer, Grade 3 in the Award
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs (including sports).



Position Description

• Core Demands

| PHYSICAL DEMAND | RARELY <15% | OCCASIONALLY 15-30% | REGULARLY 30-85% | FREQUENTLY >85% |
|---------------------------------------|---------------------------|--------------------------------|-----------------------------|-------------------------------|
| Sitting | <input type="checkbox"/> | X | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | X | <input type="checkbox"/> |
| Walking | <input type="checkbox"/> | <input type="checkbox"/> | X | <input type="checkbox"/> |
| Running | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| Listening | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X |
| Exposure to noise | <input type="checkbox"/> | X | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing (steps / stairs) | <input type="checkbox"/> | X | <input type="checkbox"/> | <input type="checkbox"/> |
| Working from heights (>2metres) | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual handling (>5kgs) | | | | |
| Lifting | <input type="checkbox"/> | X | <input type="checkbox"/> | <input type="checkbox"/> |
| Carrying | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pulling | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |