DUTY STATEMENT
LABORATORY TECHNICIAN

TENURE:
Permanent part-time contract.

SALARY AND CONDITIONS:
Salary to be negotiated dependent on qualifications and experience. Annual leave and other entitlements are provided for by the Education Services (Schools) General Staff Award 2010.

POSITION PURPOSE:
As Laboratory Technician in the College’s Science Department, you will be responsible to the Laboratory Manager and the Head of Science for providing technical and administrative support to enable the efficient operation of the Science Laboratories.

ORGANISATION STRUCTURE:
KEY RESPONSIBILITIES:
The Laboratory Technician will support the College’s mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

1. Specific Responsibilities
   Your duties will include the following:
   (a) the preparation of materials and equipment for science practicals, demonstrations, excursions and camps in various scientific disciplines including Biology, Chemistry and Physics;
   (b) the collection of materials and equipment associated with science practicals from suppliers as required;
   (c) the maintenance and cleaning of laboratory equipment in accordance with laboratory safety procedures and the College’s OHS policies and procedures;
   (d) assisting with ensuring all science laboratories and preparation areas are well maintained including the safe storage and handling of chemicals and equipment; and
   (e) assisting with the maintenance of stock records and undertaking regular stock-takes of inventory.

2. Staff Expectations
   (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
   (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
   (c) Maintain professional confidentiality concerning information about staff and/or students.
   (d) Strive to implement productivity, quality and service improvements on a continual basis.
   (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
   (f) Comply with Occupational Health and Safety requirements in the workplace.
   (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
   (h) Operate as a ‘team player’ at all times and fully support the Principal, Leadership Team and activities of the College.
3. **Other Duties**

On occasions, you may be directed to undertake other duties as required.

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**SELECTION CRITERIA**

**Essential:**

- Completion of Year 12
- Certificate III in Laboratory Skills or equivalent experience
- Well-developed knowledge and experience of the operation of a school or analytical laboratory and the application of technical processes in various scientific disciplines.
- Well-developed understanding of OS&H practices and standards in a science environment.
- Excellent written and verbal communication skills.
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email, especially in a science environment.
- Ability to work with limited supervision, show initiative and work productively as part of a small team.
- First Aid Certificate
- A current ‘C’ Class Drivers’ Licence.

*The College recognises that Duty Statements are dynamic documents. As such, they are reviewed annually or as required.*

Revised: November 2014