LABORATORY TECHNICIAN

The Laboratory Technician is directly accountable to the Laboratory Manager and is responsible for the preparation of demonstrations and practical activities undertaken as part of the delivery of Science courses at OLMC. The Laboratory Technician operates as part of a team for the delivery of quality Science services and support.

As a staff member at Our Lady of Mercy College the Laboratory Technician is expected to take on a role based on a model of Christian service and to work collaboratively with other staff in implementing the mission of the College. In providing support to the Science Domain, and working with staff and students, the technician is required to demonstrate initiative and a strong commitment to service.

KEY RESPONSIBILITY AREAS

1. In consultation with Laboratory staff work to review, evaluate and modify the organisation and record keeping of chemicals, laboratories, equipment and resources.

2. Work in collaboration with Laboratory staff to review, evaluate and modify the Science laboratory areas including bookings, preparation and delivery of practical exercises, utility management and conducting a safety audit.

3. Under the direction of the Science Domain Leader and the Laboratory Manager to assist and advise in the:
   - Delivery of the best possible Science curriculum
   - Identification of improvements to inefficient and ineffective processes in the Science Domain
   - Safe use of equipment and chemicals including disposal of hazardous or toxic substances in accordance with legislative requirements
   - Filing of information on the intranet
   - Demonstration of scientific equipment, techniques, and/or experiments
   - Induction of staff and teacher candidates to the Science Laboratories
   - Assist with designated Science Projects and liaise with outside providers keeping the Domain Leader informed.

4. Provide support to staff and students including:
   - Assisting in developing practical activities and demonstrations as required
   - Preparation of solutions, biological media, etc for general use
   - Assisting in class where required
   - Setting out/reorganisation, assisting with cleaning of equipment and materials, and clearing of classroom demonstrations and activities
   - Assisting with maintaining legislation governing Dangerous Goods and Occupational Health and Safety regulations
   - Ordering of chemicals and equipment as required

5. In collaboration with the Science Domain Leader and the Laboratory Manager, ensure compliance with Dangerous Goods Act and the Occupational Health and Safety Act including:
   - Maintenance of Dangerous Goods Register
   - Maintenance of Hazardous Substances Register
   - Maintenance of Material Safety Data Sheets and Training Manual
   - Updating Risk Assessments
   - Procurement and maintenance of appropriate licences/permits as required
6. Attend professional development sessions in order to maintain skills required to fulfill the role of the Senior Laboratory Technician.

7. Ensure that all work undertaken is in compliance with Occupational Health and Safety Regulations

No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

Reports to: Laboratory Manager
Internal liaisons: Students and Staff
External liaisons: Licencing bodies, Suppliers, other schools

KEY SELECTION CRITERIA

1. Understanding of the Catholic philosophy and ethos of education.

2. Commitment to the values of the school and to a Christian model of service in their work.

3. High Level organisational and administrative skills with the ability to prioritise own workload.

4. High level interpersonal skills including the ability to communicate in effectively, both orally and in writing.

5. Demonstrated initiative and ability to be flexible and adaptable and to work as part of a team.

6. Ability to evaluate current practises and liaise effectively with other staff in terms of developing and implementing more efficient and productive processes.

7. Experience in technology within an educational and scientific environment would be an advantage.

8. Experience and/or knowledge of molecular biology technology and techniques is an advantage.

9. Post secondary qualifications in Science and previous experience in a school’s Science laboratory are highly desirable.

10. Knowledge of the practical requirement of Physics, Chemistry and Biology, to VCE Unit 3-4 level is an advantage.
CONDITIONS

Conditions are as per the Victorian Catholic Education Multi Enterprise Agreement 2013 and OLMC employment policies. This position is a School Officers position under the EBA and pay will be determined on experience.

Hours of Work: 38 hours per week between 7.00am and 6.00pm Monday to Friday  
(Normally 8.00am and 4.05pm Monday to Friday)  
Half an hour for lunch

Annual Leave: Four weeks annual leave

Notes: For the appropriate applicant the additional responsibility of Laboratory Management would be considered.

Date: March 2015