



# ROLE DESCRIPTION

## SCIENCE LABORATORY TECHNICIAN

### 1. PURPOSE

The Science Laboratory Technician assists with the preparation and delivery of equipment and materials for the Science Learning Area, maintaining control of equipment and the laboratories in order to support the Science programs throughout the College in line with WHS standards and current legislation.

### 2. REPORTING RELATIONSHIPS

The role reports to the Head of Science, and works closely with all members of the Science Faculty, an another Technician.

### 3. RESPONSIBILITIES

- Maintain the Science laboratories.
- Provide support for the Science programs throughout the College.
- Prepare and set up experiments for Science classes.
- Clean and pack up completed experiments for Science classes.
- Maintain control of equipment.
- Assist teaching staff, on occasions, with demonstrations and class practical work.
- Make up solutions, reagents and media.
- Carry out regular servicing and organise repair of equipment.
- Offer assistance in developing new activities and trialling practical activities.
- Ensure equipment requests are delivered promptly.
- Regularly review the ordering and preparation process to provide flexibility for both the technician and Science staff.
- Supervise the timely ordering of equipment and chemical supplies from suppliers.
- Regularly review the safety status of the laboratories.

- Follow the correct procedures for handling all biological, chemical and physical materials used within the Science Learning Area.
- Follow safe storage practice of all materials used within the Science Learning
- Keep an updated file system and control of all chemical and safety audits.
- Keep an updated stock list which is easily accessible to all staff.
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines.
- Ensure preparation areas are kept safe, neat and tidy.
- Coordinate the use of practical resources and facilities between Science teachers and Science areas.

#### **4. REQUIREMENTS**

It is a requirement that the Science Laboratory Technician is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the Executive and Head of College.

##### **Knowledge and experience**

- Relevant diploma or degree qualification.
- Experience working within a school environment is preferred

##### **Practical and specialist skills**

- Knowledge of the requirements for HSC Physics, Chemistry, Investigating Science and Biology.
- Well versed in risk assessment procedures.
- Sound knowledge of current WHS legislation and guidelines.
- High computer literacy in a Mac environment.

##### **Competencies**

- **Accountable**

Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

- **Attention to Detail**

Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follows established procedures where applicable.

- **Communication**

Exchanges thoughts, opinions, ideas, messages and information through speech, writing or behaviour. Expresses information and ideas clearly and effectively.

- **Continuous Improvement**

Increases individual and school effectiveness through a constant focus on increasing quality, standards and outcomes. Ensures work meets or exceeds standards and identifies and implements ways to make role tasks or processes more efficient.

- **Continual Learning**

Grasps the essence of new information, develops new knowledge and acquires new technical and learning capabilities through self-development and seeking feedback from others. Recognises own strengths and weaknesses and pursues opportunities to develop.

- **Embraces diversity**

Establishes and maintains a motivated and efficient work environment where people of diverse backgrounds are represented, valued and respected.

- **Interpersonal skills**

Ability to manage relationships and interactions with other individuals or groups. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

- **Results Orientation**

Knowing what outcomes are important and focus attention/resources on achieving final outcome which aligns to Waverley College Strategic Plan. Ability to see the end picture and perform effectively in the role to deliver outcomes.

- **Teamwork**

Willingness to participate as a member of a group that shares a common interest working together co-operatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.