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| Position: | Laboratory Technician | Reports To: | Head of Learning Area |
| Department/Group: | Science | Location: | Geraldton |
| Classification: | Administration and Technical Officer | Level:Salary Range: | 4.1 – 4.6$61,929 - $72,680 |
| Commencement | 23 August 2019 | End Date | 23 August 2021 |
| Industrial Instrument: | Western Australian Catholic Schools Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA) |
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| **OUR PASSION**  |
| Nagle Catholic College is a progressive educational leader, providing high quality, research-based learning experiences and life-forming opportunities. The College strives to ensure success for every single student. The goal is to identify a child’s strengths and aspirations and create the best opportunities for them to thrive.Outside of the curriculum, we aim to help each student gain confidence, form friendships and be prepared to take their place in the world. Faith plays and important part in the College and the Christian values of the founders are observed in the everyday life of the College. |
| OUR MISSION |
| To enable our students to develop fully and empower them to make a positive contribution to society. |
| OUR MOTTO |
| For Others – is the College motto and it encourages student to take time to put others first. |
| OUR VALUES |
| The College has identified five values which draw inspiration from Venerable Nano Nagle and Blessed Edmund Rice, which articulate the mission of Nagle Catholic College.Connected to the SpiritPresenceAudacityCompassionLove of Work |
| ROLE DESCRIPTION |
| The Laboratory Technician provides support to Teaching staff in the science learning area in relation to material and equipment preparation and construction of simple apparatus for classes. The Laboratory Technician performs basic repairs and maintenance of equipment; is responsible for labelling, maintaining, storage and ordering of supplies and equipment; ensuring stock levels are well managed and for the safe disposal of chemical, physical and biological laboratory materials.This position works under the direction of the Senior Laboratory Technician at all times.This position is part-time, Monday to Friday. Hours of work are from 8am until 3pm, during school term time. |
| ROLES AND RESPONSIBILITIES |
| **Leadership** * Embrace and promote our motto and values throughout the College and the wider community.
* Adopt a team approach to support the work, cooperating closely with team members in order to ensure the provision of a high-quality service.
* Engage in activities and behaviors that actively promote the development of a position and organizational workplace culture in line with the values of Nagle Catholic College.
* Role models respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, integrity and transparency.

**Laboratory work*** Prepare, design, source and make equipment (as required) and collate materials.
* Providing guidance and suggestion alternatives regarding the suitability of materials and equipment, as required.
* Assess, design, develop and demonstrate appropriate practical activities and skills to students and teachers.
* Ensures that equipment is cleaned and serviced as required.
* Undertakes minor repairs including soldering and manipulating electronic components. As required, liaises directly with repair services and works with colleagues in determining scope of repairs required.
* Provides guidance and training on safety matters to students, teachers and colleagues.
* Provides guidance on the selection, sourcing, preparation and safe disposal of microbiological materials.
* Ensures compliance with procedures for the preparation, safe handling, storage and disposal of biologically hazardous materials. Train others in these procedures as required.
* Ensures compliance with chemical safety procedures and management systems.
* Undertakes practical laboratory skills and trains/provide advice to others as required. Skills include, but are not limited to:
* the operation of specialist science equipment
* ICT and AV as applied to science programs
* techniques to cut and work with glass

**Administrative management of the department*** Assists with stocktaking and record keeping procedures.
* Accesses and maintains chemical management system, provides training on system to others as required.
* Contributes to the review and development of departmental policies and procedures.
* Conducts regular safety audits for the department, assessing risks and managing hazards.
* Participates in the review and development of the science faculty timetable to ensure efficient use of facilities.

**Continuous Improvement*** Contributes to continual improvement processes, including identifying where improvements to processes / service can made, fostering an ethos of improvement for the College.
* Consistently work on own personal and professional development.
* In consultation with Management identify training needs and opportunities to attend professional development, training, workshops or on the job training/learning relevant to the role.
* Actively shares expertise and experiences with other team members through team meetings and on the job training.

**Occupational Health and Safety*** Comply with legislated Occupational Health and Safety (OHS) practices and participate in consultative processes.
* Observe safe work practices in accordance with College policy, training and instructions.
* Identify, report, and where appropriate action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety).
* Promote and implement OHS and risk mitigation processes within the College.

**Other Responsibilities*** Personal presentation in line with the College standards and values.
* Performs additional duties as required.
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| **KEY PERFORMANCE INDICATORS** |
| **Leadership*** Effective leadership, as indicated by behavior and performance that is consistent with the motto and values of Nagle Catholic College.
* Demonstrates a high standard of conduct professionally and ethically.
* Evidence of working in collaboration with other team members.

**Laboratory Work*** Equipment sourced, prepared and materials collated in a timely manner.
* All equipment is cleaned, serviced and repairs undertaken/organised promptly.
* Demonstrated compliance with policies and procedures relating to chemical and biological hazardous materials.
* Demonstrated ability to undertake a range of practical laboratory skills.
* Evidence of providing guidance and training to students, staff and colleagues on:
* Safety matters
* Safe storage, preparation, handling and disposal of materials
* Operation of specialised science equipment

**Administrative management of the department*** Stock take undertaken, records and registers maintained and up to date.
* Chemical management system maintained.
* Safety audits conducted, risks reported and mitigated.
* Evidence of participation in the review of departmental policies, procedures and faculty timetable.

**Continuous Improvement*** Demonstrated commitment to own person and professional development and attends courses, training, workshops and on the job training as identified in conjunction with Manager.
* Demonstrated contribution to continual improvement processes.
* Actively engages and participates in team meetings and on the job training.

**Occupation Health and Safety*** Takes responsibility for health and safety in the workplace, ensuring that all work practices are carried out in a safe manner as possible.
* Evidence of practice of self-care strategies and applies safety procedures in all work practices.
* All duties are conducted in line with College policies and procedures, relevant legislation and standards to minimize risk to students, visitors and self.
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| **SELECTION CRITERIA** |
| **Essential*** Minimum of Certificate III Laboratory Skills (or equivalent qualification) or relevant qualification in a related field and working towards obtaining a Certificate IV in Laboratory Techniques.
* Demonstrated comprehensive knowledge and understanding of technical skills, safe work practices and standard operating procedures required to operate science equipment.
* Ability to operate specialist science equipment, inform and recommend alternative equipment as required.
* Fundamental understanding of core science concepts as they apply in the relevant science curriculum:
* Physical
* Chemical
* Biological
* Earth and Environment and space
* Understanding of the three K-10 strands and their sub strands:
* Science Understanding
* Science as a Human Endeavour
* Science inquiry skills in addition to the required Senior Secondary subjects.
* Well-developed interpersonal, verbal and written communication skills with the ability to develop collaborative, professional relationships with all levels of the College community, including management, staff, students and visitors.
* Demonstrated knowledge and understanding of Occupational Health and Safety, Risk Assessment and Hazard Management and fundamental working knowledge of:
* Chemical Safety in Science
* Biological Safety in Science
* Physics safety in Science
* Knowledge of legislative requirements for the ethical use and care of animals, as well as other relevant licencing requirements.
* Demonstrated computer literacy particularly in the use of Microsoft Word, Outlook and Excel and an ability to develop new skills in the use of other computer systems.
* Ability to be self-motivated and competently under moderate direction to achieve objectives within timeframes and deadlines.
* Ability to act independently and as a member of a small team, including an ability to set priorities and take appropriate action.

**Desirable*** Previous experience working in a school science laboratory.
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| **ESSENTIAL REQUIREMENTS** |
| * Provide First Aid - HLTAID003 – less than 12 months old
* Valid Western Australian C class licence
* Working with Children Card
* Nationally Coordinated Criminal History Check (or willingness to obtain this)
* Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
* Accreditation to Work in a Catholic School (or willingness to obtain this)
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| **REVIEW AND APPROVAL** |

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| Reviewed By: | Elisabete Costa, HOLA Science |
| Approved By: | Rob Crothers, Principal |
| **SIGNATURES** |
| I have read and understood this position description.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Incumbent Signature** **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Principal Signature** **Date** |