

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

|   |   |
|---|---|
| <b>Public Sector<br/>Management Act<br/>1994</b>  | <b>Salaries/Agreement/Award</b><br>Public Service Award 1992<br>Public Service and Government Officers General Agreement 2011<br>or as replaced |
| <b>Group:</b> Schools<br><br><b>Directorate:</b> Education Regions<br><br><b>Branch:</b> Schools<br><br><b>Section:</b> | <b>Effective Date of Document</b><br>30 September 2014  |

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| <b>THIS POSITION</b>   |
| <b>Title:</b> Laboratory Technician<br><br><b>Classification:</b> Level 1<br><br><b>Position No:</b> Generic<br><br><b>Positions under <u>direct</u> responsibility</b><br>Nil |

|   |              |                    |                    |                       |   |            |
|---|--------------|--------------------|--------------------|-----------------------|---|------------|
| <b>REPORTING RELATIONSHIPS</b>  |              |                    |                    |                       |   |            |
| <b>TITLE:</b> Principal<br><b>LEVEL:</b><br><b>POSITION NUMBER:</b>   |              |                    |                    |                       |   |            |
| <b>TITLE:</b> Head of Department - Science<br><b>LEVEL:</b><br><b>POSITION NUMBER:</b>  |              |                    |                    |                       |   |            |
| <b>This position and the position of:</b>   |              |                    |                    |                       |   |            |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"><b>Title</b></td> <td style="width: 20%;"><b>Level</b></td> <td style="width: 40%;"><b>Position No</b></td> </tr> <tr> <td>Laboratory Technician</td> <td>2</td> <td>If present</td> </tr> </table> | <b>Title</b> | <b>Level</b>       | <b>Position No</b> | Laboratory Technician | 2 | If present |
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| Laboratory Technician   | 2            | If present         |                    |                       |   |            |

| TITLE                 | CLASSIFICATION | POSITION NO | EFFECTIVE DATE    |
|-----------------------|----------------|-------------|-------------------|
| Laboratory Technician | Level 1        | Generic     | 30 September 2014 |

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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## **ROLE**

The Laboratory Technician:

- provides support to teaching staff in the area of routine chemical and equipment preparation and construction of simple apparatus for science classes
- orders supplies and equipment and manages stock levels
- performs basic repairs and maintenance of equipment
- constructs teaching aids as required
- cares for and collects living organisms for study purposes
- labels, maintains and stores laboratory chemicals, equipment and resources and
- disposes of chemical, physical and biological laboratory materials.

The Laboratory Technician works under the guidance of the Head of Science, Head of Learning Area, Teacher-in-Charge of Science or the Laboratory Technician Level 2.

## **OUTCOMES**

1. Chemicals, equipment, materials and teaching aids are prepared for science classes and laboratory equipment is maintained and repaired as required.
2. Routine work maintaining good housekeeping in the laboratory is carried out including the labelling, maintenance and storage of laboratory chemicals, equipment and resources in accordance with departmental policy and relevant legislation.
3. Purchasing and stock management duties are carried out as directed.
4. Compliance with safe working procedures is ensured.
5. Chemical, physical and biological laboratory materials are disposed of in accordance with relevant policy and legislation.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge of general science to Year 12 level or equivalent knowledge or experience.
2. Demonstrated organisational and time management skills and ability to work independently.
3. Demonstrated good verbal, written and interpersonal communications skills.
4. Demonstrated ability to use computers and a range of application software packages.
5. Demonstrated knowledge of safe working practices, laboratory safety requirements and procedures and a willingness for further training related to safety.

## **ELIGIBILITY**

**Employees will be required to:**

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

**Employees will be required to:**

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

**ENDORSED**

**DATE 30 September 2014**  
**TRIM REF # F11/0053978**