

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992, Public Service and Government Officers General Agreement 2017 or as replaced
Group: Public Schools	Effective Date of Document 30 October 2018
Region: South Metropolitan Education Region	
School: Rossmoyne Senior High School	

THIS POSITION

Title: Laboratory Technician

Classification: Level 2

Position No: 00023149

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00001676

TITLE: Head of Department - Science
LEVEL: School Administrator Level 3
POSITION NUMBER: 00001671

This position and the position of:

Title	Level	Position No
Laboratory Technician	1	00001682

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Laboratory Technician	Level 2	00023149	30 October 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Rossmoyne Senior High School is recognised as one of the nation's leading schools. Academic excellence, outstanding visual and performing arts and sports programs, exciting opportunities in vocational education, and a strong and vibrant pastoral care focus create a learning environment in which students excel.

In addition to quality academic and vocational education programs, Rossmoyne is a Gifted and Talented Languages school. It delivers highly successful English as a Second language programs for eligible students. Academic extension programs are available in English, Mathematics, Humanities and Social Sciences, Science and an award winning CALM Bush Rangers Cadet Unit focuses on environmental issues. Exemplary participation rates in Rossmoyne's cultural, physical education and recreation programs across all year groups reflect most positively on the quality of programs provided for students.

Vibrant and challenging programs across the performing and visual arts are open to all students and Rossmoyne's reputation as one the Western Australia's leading schools in music education is well established. As the State's champion volleyball school, students are provided with the opportunity to train and compete at the highest level.

Development of students' leadership skills and encouragement of their active involvement in community activities are strongly encouraged and supported through the school's pastoral care programs.

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Laboratory Technician	Level 2	00023149	30 October 2018

ROLE

The Laboratory Technician:

- provides support and advice to the Head of Department, teaching staff and Laboratory Technicians Level 1 to ensure that curriculum requirements are met
- provides advice on suitable experiments, and/or demonstrations to support teaching and curriculum outcomes for science classes
- prepares chemicals, equipment and materials, designs and constructs teaching aids and collects and cares for living organisms for study purposes in compliance with chemical, physical and biological laboratory practices and legislative requirements
- organises preparation areas and classroom laboratories and undertakes general housekeeping of chemicals, equipment (including repairs and maintenance) and other resources
- manages laboratory stocks, including ordering of supplies and equipment, liaison with suppliers, and completion of annual stock-takes, complying with Departmental guidelines
- provides advice on safe use, documentation, storage, handling, maintenance and disposal of science equipment, chemicals and biological materials
- assists with coordinating the science budget, including monitoring expenditure, providing advice as required, and managing petty cash and business card accounts in accordance with Departmental financial guidelines
- inducts and trains Laboratory Technicians Level 1 and inducts new science teachers in the safe use of chemicals and equipment, if required
- assists with selecting new and relieving laboratory technicians.

OUTCOMES

1. Science teaching and support staff are provided with appropriate advice on relevant legislation, Occupational Health and Safety requirements and Departmental policy and practices applicable to laboratory operations, and suitable experiments and demonstrations to support teaching and curriculum outcomes are provided for science classes.
2. Science budget is managed to ensure efficient laboratory operations.
3. Chemicals, equipment, materials and living organisms are collected and prepared, teaching aids are designed and constructed; preparation areas and classroom laboratories are organised to ensure the safe storage and disposals of chemicals and biological materials, and equipment and resources are repaired and maintained.
4. Resources are maintained and stock management activities comply with Departmental policy and guidelines.
5. Laboratory practices comply with legislative requirements in relation to chemical, physical and biological safe working procedures.
6. Laboratory Technicians Level 1 are supported, inducted and trained and new science teachers are inducted in safe use of chemicals and equipment, if required.

TITLE Laboratory Technician	CLASSIFICATION Level 2	POSITION NO. 00023149	EFFECTIVE DATE 30 October 2018
---------------------------------------	----------------------------------	---------------------------------	------------------------------------------

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 experience working within a science laboratory, including knowledge of laboratory techniques and relevant safety and legislative requirements.
2. Demonstrated knowledge of science subjects relevant to the curriculum taught in secondary schools and the ability to design and construct experiments and equipment to support curriculum requirements.
3. Demonstrated good written, verbal and interpersonal communication skills.
4. Demonstrated organisational and time management skills and ability to work independently.
5. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- hold or obtain a current Working with Children Check; and
- hold a Certificate III in Laboratory Skills or equivalent qualification or experience.

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 Accountable 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 October 2018
TRIM REF # D18/0478862