

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
<b>Group:</b>	<b>Schools</b>	<b>Effective Date of Document</b> 25 August 2017
<b>Region:</b>	<b>Education Regions</b>	
<b>School:</b>	<b>School</b>	

**THIS POSITION**

**Title:** Laboratory Technician

**Classification:** Level 1

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Principal

**LEVEL:** Various

**POSITION NUMBER:** Various

**TITLE:** Head of Department - Science

**LEVEL:** Various

**POSITION NUMBER:** Various

**This position and the position of:**

<b>Title</b>	<b>Level</b>	<b>Position No</b>
Laboratory Technician	2	If present

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Laboratory Technician	Level 1	Generic	25 August 2017

## 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/web/our-organisation/home>

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.

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO</b>	<b>EFFECTIVE DATE</b>
Laboratory Technician	Level 1	Generic	25 August 2017

## **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.

<b>TITLE</b> Laboratory Technician	<b>CLASSIFICATION</b> Level 1	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 25 August 2017
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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 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 25 August 2017**  
**HPRM REF # D17/0357636**