

Senior Laboratory Technician

STATEMENT OF DUTIES		JANUARY 2014
Number	Generic	
Portfolio	Children and Young People	
Branch	Specified Learning Services	
Section	Specified School or College	
Sub-Section/Unit/School	N/A	
Supervisor	AST Science or Specified Teacher	
Award/Agreement	Tasmanian State Service Award	
Classification	General Stream Band 4	
Employment Conditions	Permanent, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.	
Location	As Specified	

Primary Purpose

Coordinate the daily operations of a school or college science unit. Provide technical support and undertake associated administrative duties. Coordinate the functions and tasks, including scheduling of experiments in consultation with the supervising teacher/s. Support the supervisor in reviewing and evaluating laboratory practices and standards and provide advice, options, and recommendations.

Level of Responsibility/Direction and Supervision

The employee is responsible for the application of guidelines, systems, and processes to meet unit objectives. The employee has a specific responsibility for monitoring and advising on safe working practices and OH&S procedures in the school's/college's laboratories. The employee is responsible for the coordination of complex technical tasks and unit resources. The employee is responsible for modification of guidelines, systems and processes and provision of detailed advice to resolve operational problems and maintain and improve operational effectiveness.

General direction is provided with priorities determined by the employee in consultation with the supervising teacher. Unit goals and overall management of the unit is provided by the assigned teacher.

Primary Duties

1. Interpret, explain, and demonstrate various technical procedure to students and provide solutions to technical problems generated in the classroom.
2. Provide relevant technical advice in relation to experiments and science projects undertaken by students and supervise the same.
3. Review laboratory practices and standards and undertake research to provide advice, options and recommendations that maintain and improve science program outcomes.
4. Control the storage, safe handling and usage of chemicals and associated materials within the framework of science education.
5. Prepare chemical, electronic, and other materials for class or individual student experimentation and supervise the issue and return of chemicals, materials and equipment used in the classroom by teachers and students.
6. Undertake OH&S duties for the unit and provide advice to teaching staff on National and State standards in laboratory procedure.
7. Dispose of chemicals and equipment in accordance with State and Commonwealth legislation.
8. Obtain, maintain, and breed appropriate varieties of living organisms as required.
9. Manufacture, maintain and repair items of technical and other science equipment and apparatus.
10. Maintain chemical and other scientific equipment registers and databases.
11. In conjunction with the supervisor, prepare the annual science budget and monitor and coordinate expenditure throughout the year. Order various materials as required, including making necessary arrangements for despatch, collection, and payment of the same, and maintaining associated inventories and records.
12. Instruct and guide less experienced staff as required.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated experience and knowledge in the operation of a laboratory and the application of technical processes to scientific undertakings including experience in the care and sustenance of laboratory animals and living organisms generally.
2. Well-developed theoretical and proven practical understanding of the general sciences including chemistry, biology, physics, geology, and electronics.
3. Proved and demonstrated understanding of occupational health and safety practices and standards in a science environment.
4. Highly regarded interpersonal and communication skills and the demonstrated ability to work effectively in a team environment, together with the ability to supervise, instruct, guide and mentor less experienced staff may be required.
5. Demonstrated organisational analysis, investigation, and evaluation skills, with the ability to provide options and recommendations. The ability to work with minimal supervision.
6. Demonstrated research and problem-solving skills to resolve operational problems and improve operational effectiveness.
7. Well-developed administrative skills with proven knowledge and experience in procurement and inventory services, including the use of personal computer applications including inventory management and databases.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times by the occupant who is assigned these duties. The status of these essential requirements may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Department if their circumstances change. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

Desirable

- Post-secondary studies in the fields of science and/or technology.

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures.** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 103974 – Deputy Secretary Corporate Services – May 2004

Request: 65-2000/01, 135-2000/01 & 308-2003/04

Date Duties and Selection Criteria Last Reviewed: 11/16 JM
