

Laboratory Technician

STATEMENT OF DUTIES

JANUARY 2014

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School or College
Supervisor	AST Science or Specified Teacher
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent or fixed-term, full or part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	As Specified

Primary Purpose

Provide technical support to a school or college's science unit and undertake associated administrative duties.

Level of Responsibility/Direction and Supervision

Required to exercise initiative and judgement in monitoring and advising on safe working practices and OH&S procedures in the school's/college's laboratories. Advises on problems associated with day-to-day technical procedures of the school's/college's laboratories, the application of technical standards and provides solutions to a range of technical problems.

Works within established guidelines under general technical direction and supervision and is required to undertake complex technical work involving difficult and unrelated intricate processes and/or methods, or technical work requiring significant adjustment, adaptation, interpretation or modification of conventional practices, methods and standards. Once aware of specific school laboratory routines, is expected to work without close supervision, but according to priorities determined by and in consultation with the supervising teacher.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Control the storage, safe handling and usage of chemicals and associated materials within the framework of science education.
2. 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.
3. Provide relevant technical advice in relation to experiments and science projects undertaken by students and supervise the same in conjunction with teaching staff.
4. Undertake OH&S duties for the unit and provide advice to teaching staff on National and State standards in laboratory procedure.
5. Dispose of chemicals and equipment in accordance with State and Commonwealth legislation.
6. Demonstrate various technical procedures to students and assist in the resolution of technical problems generated in the classroom.
7. Obtain, maintain and breed appropriate varieties of living organisms as required.
8. Manufacture, maintain and repair items of technical and other science equipment and apparatus.
9. Maintain chemical and other scientific equipment registers and databases.
10. In conjunction with the supervisor, prepare the annual science budget and monitor and coordinate budget 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.

11. 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.
12. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

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. Sound theoretical understanding of the general sciences including chemistry, biology, physics, geology and electronics.
3. Demonstrated understanding of occupational health and safety practices and standards in a science environment.
4. Well developed interpersonal and communication skills and the ability to work effectively in a team environment, together with the ability to supervise, provide effective instruction, guidance and feedback to less experienced staff may be required.
5. Well developed organisational skills, demonstrated personal initiative and motivation skills and the ability to work with minimal supervision.
6. 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.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Certificate III or IV in Laboratory Techniques, 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



Connection



Courage



Growth



Respect



Responsibility

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.

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

Employment within the Department 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](#)

Commitment to Children and Young People

This is a Department built entirely for children, 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.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 103974 – Deputy Secretary Corporate Services – May 2004
Instrument to Vary Establishment: 65-2000/01, 135-2000/01 & 308-2003/04
Date Duties and Selection Criteria Last Reviewed: 10/16 KJC
