

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	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	
Check Type	N/A	
Check Frequency	N/A	

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.

The Department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

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.

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. 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.

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)
- 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

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: 973874 – Assistant Director Strategic Recruitment and Payroll Operations – DATE

Request:

Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG
