



**BAIRNSDALE
CHRISTIAN
COLLEGE**

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Science Laboratory Technician - Position Description

This person reports directly to the Faculty Leader - Science. The Science Laboratory Technician will maintain the Science facilities across the College and support the delivery of Science programs by sourcing and preparing materials for practical classes, maintaining stock and equipment and providing relevant assistance to teachers and students. Working closely with teaching staff, the Science Laboratory Technician will be focused on the delivery of quality outcomes on a professional and timely basis.

EXPERIENCE

Required

- Relevant post-secondary training related to this role and its responsibilities
- Demonstrated work experience in this role or a related role and knowledge of science laboratory practices including the management of risks
- Highly developed organisational and planning skills
- Highly developed analytical and problem solving skills
- Highly developed data base management skills
- First Aid qualifications

RESPONSIBILITIES

Teacher Support

- Liaise with science staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- Demonstrate experiments and laboratory techniques to teachers and others and advise on chemical and equipment safety matters where appropriate
- Liaising with students on their equipment and material needs for projects and work requirements and advising them on appropriate safety procedures when directed by staff
- Supporting practical classes by preparing chemical substances according to recognised procedures, setting up equipment where required, checking and maintain equipment and organising for repairs and packing away equipment and materials after use
- Trialling experiments and assisting teaching staff with demonstrations and practical classes as required

Laboratory preparation, maintenance and stock levels

- Maintaining safe storage systems for chemical substances in accordance with current government regulations and recommended practices
- Prepare materials, solutions, stains, media, specimens and apparatus required for class practical work and teacher demonstrations
- Ensure chemical solutions, culture media and other laboratory reagents are prepared for each lesson in line with government regulations on the safe handling and labelling of chemicals

- Assist in the setting up and testing of experiments and ensure they work satisfactorily
- Ensure apparatus (glassware) is cleaned and returned to designated storage areas after use
- Ensure the safe disposal of biological wastes, chemical residues and other waste materials in accordance with government hazardous chemical regulations
- Ensure chemicals are stored in the correct zones in accordance with the current government hazardous chemical regulations
- Ensure preparation room is kept in a clean and orderly condition
- Provide information on the risk and assessment of hazardous substances in all experiments
- Ensure an up to date, detailed equipment inventory (which includes equipment location and breakages) is maintained on an ongoing basis
- Ensure safety equipment is inspected, maintained and correctly used
- Safety inspections of furnishings, equipment and services are performed on a frequent basis
- Inform the Faculty Leader of unsafe conditions and where facilities and safety equipment need to be upgraded immediately
- Ensure adequate supply of chemicals, biological supplies and other materials are ordered and maintained
- Laboratory equipment is checked regularly to ensure the equipment is in working order
- Caring for or arrange appropriate care of laboratory animals and plants, in accordance with government handling and prevention of cruelty regulations
- Following safe work practices
- Maintaining the Chemwatch or similar database and ensuring the currency of MSDS sheets
- Assists with function/event coordination as requested by Faculty Leader
- Any other duties as requested by the Faculty Leader or Principal

SELECTION CRITERIA

1. Alignment with the vision and values of the College
2. Reliable, able to maintain confidentiality, have a mature attitude with well-developed written and verbal communication skills
3. Committed to Christian education and enacting the core values of the College
4. Excellent inter-personal skills, and, demonstrated capacity to work well in a team environment, take direction, work toward agreed goals, communicate effectively with fellow staff and students, and form positive relations in the workplace
5. Ability to display initiative and work with minimal supervision
6. Ability to multitask, prioritise and work well under pressure
7. Attention to detail

OCCUPATIONAL HEALTH & SAFETY

- Support management and colleagues in performing their roles in relation to health and safety matters
- Contribute to maintaining a safe workplace in accordance with College safety policies and systems

Last Reviewed: Mar 2024

CHILD SAFETY

- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Conditions

Related to the Educational Services (Schools) General Staff Award 2020 with a salary depending on the candidate's experience and training.

Last Reviewed: Mar 2024