



St Ursula's College
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

ROLE DESCRIPTION

Position Title: Laboratory Technician

Position	Laboratory Technician
Employment Status	Contract, part-time position (73 hours per fortnight). Other hours may be required depending on school events, activities and the College's operational and business needs.
Reports To	<p>The Laboratory Technician is accountable to the Principal through the Deputy Principal, working under the supervision of the Head of Faculty Science.</p> <p>The Laboratory Technician works collaboratively with the Deputy Principal, Head of Faculty and teaching staff to achieve desired outcomes.</p>
Classification	School Officer under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023</i>
Review of Role Description	<p>The College reserves the right to modify this Role Description at any time to meet its business and operating needs. The College endeavours to review Role Descriptions annually to ensure their accuracy (or earlier if required).</p> <p>This Role Description will be reviewed again in August 2023 (or earlier if required)</p>

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;



- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

Overall Role Purpose

Laboratory Technicians support teachers and students across a range of services as negotiated with the Deputy Principal and Head of Faculty including, assisting with the preparation and delivery of equipment and materials, maintaining control of equipment and laboratories in order to support teaching and ensure compliance with Work Health and Safety (WHS) standards and current legislation.

Laboratory Technicians are responsible for providing quality of service and care to all those with whom they interact within the College. In fulfilling this valuable role it is expected that, at all times, Laboratory Technicians assume attitudes and behaviour of integrity and professionalism.

Other Information

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos;
- Maintain a degree of flexibility in working hours from time to time as required for the position;
- Accept that the College reserves the right to modify the position (including this Role Description) to meet its operating needs;
- Assist and relieve in other positions from time to time;
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative.

Specific Responsibilities and Accountabilities of the Laboratory Technician include, but are not limited to:

Preparation of Resources and Materials

- Preparation and setup of classroom experiments, tests and analyses (e.g. mixing chemicals, preparing slides for microscopes)
- Collecting information and samples
- Clean and pack up completed experiments for classes
- Assisting teaching staff with demonstrations and class practical work as required
- General cleaning to ensure all facilities are safe and clear
- Preparation of solutions, reagents, chemicals etc. as required
- Assisting with the development of new activities and trialling practical activities
- General upkeep and maintenance of Science resources, registers, log books (including maintain appropriate records of equipment and chemicals used etc.)
- Photocopy print materials for students (i.e. work booklets)
- Prepare files for student work as required



- In consultation with Head of Faculty, regularly review ordering and preparation processes
- Organising and supervising the timely ordering of equipment and chemical supplies from suppliers

Work Health and Safety

- Draft, review and approve risk assessments in consultation with Head of Faculty Science
- Ensure all safety guidelines are adhered to at all times (students and staff)
- Regularly review the safety status of the laboratories and College facilities
- Maintain knowledge of and follow the correct procedures for handling all biological, chemical and physical materials used within the Science Department.
- Follow safe storage practice of all materials used within the Science Department.
- Keep updated file of Material Safety Data Sheets.
- Keep updated file system and control of all chemical and safety audits.
- Keep an updated stock list which is easily accessible to all staff.
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines.
- Ensure preparation areas are kept safe, neat and tidy.
- Understand and fulfil legal responsibilities and shared responsibility with respect and WHS
- Development and maintenance of appropriate Safe Work Procedures and other WHS resources and procedures

Maintenance and Storage (Equipment and Chemicals)

- Maintenance of Science Department equipment and College laboratories.
- Up-to-date knowledge of what is required to maintain and handle any relevant equipment.
- Keep accurate records of, and report any maintenance issues or damage to equipment or laboratory facilities.
- Prompt attendance to and reporting of any WHS issues.
- Collecting, receiving, labelling of chemicals and equipment.
- Cleaning, sterilising, maintaining, and calibrating laboratory equipment.
- Ordering and purchasing of laboratory supplies as and when directed by Head of Faculty.
- Providing technical support, as needed.
- Organising and storing chemical substances, fluids according to safety instructions.
- Keeping up to date with relevant scientific and technical developments.

Classroom and teaching support

- Provide supervision and support in the classroom as required.
- Offer assistance and support to Science Faculty staff.
- Co-ordinate the use of practical resources and facilities between Science Teachers and STEM areas.
- Communicate effectively face-to-face and via email.
- Foster positive relationships with staff and students.
- Demonstrate the ability and willingness to work across all areas of the school.
- Maintain knowledge of current best practice



- Work collaboratively with other members of the profession and engage in discussion of contemporary issues and research to improve professional practice.
- Engage in professional learning activities.

Supervision

Provide supervision including but not limited to:

- Supervision of student activities (including activities in class time and during breaks) with discretion and utilisation of judgement as directed by Teacher or Head of Faculty.
- Supervision of students before and after school, during meals breaks (lunch and morning tea) as and when directed by the Deputy Principal or their appropriate delegate.

College Work Health and Safety Advisor

If directed by the Principal or their delegate, Laboratory Technicians may be required to act as the College's Work Health and Safety Advisor. WHS Advisors support the Business Manager in ensuring the safe and compliant operation of the College. The key accountability and duties of this role include:

- In consultation with the Business Manager, assist in the development, maintenance and dissemination of WHS resources (handbooks, induction procedures, safe work procedures) as and when required.
- In consultation with the Business Manager, develop and implement WHS strategies which identify hazards, assess risks to health and safety, and use current tools and techniques to avoid accidents and injuries.
- Regular review of the safety status of College equipment.
- Promptly reporting any foreseeable risks or issues to the Principal or Maintenance Manager as appropriate.
- Developing and maintaining records of safety audits.
- Participation in and attendance at Work Health and Safety Committee meetings as and when required.
- In consultation with the Business Manager, monitor the effective implementation of relevant practices, procedures and policies relating to the WHS to ensure compliance on regulatory and non-regulatory policies.
- Lead professional learning and inductions with staff regarding Work Health and Safety.
- In consultation with the Business Manager, disseminate and promote quality resources to support staff and students regarding WHS obligations.

Organisational Responsibilities

General

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- Accept that the College reserves the right to modify the position including this Role Description at any time to meet its operating needs;



- Assist and relieve in other positions from time to time;
- Engage in professional learning activities;
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative.

Environment

- Promoting and building a positive team culture by being willing to assist and support others including during periods of leave, absence or high workload to achieve desired outcomes.
- Ensuring at all times a focus on prompt and friendly service.
- Promoting the College positively on all occasions.

Workplace Health & Safety

- All team members have an obligation to comply with all the College's workplace health and safety policies, procedures and instructions and must not do any act or omission which places the health and safety of any person at the workplace at risk.

Equal Opportunity

- All team members are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Staff Development

- All team members are required to participate in staff training, professional reviews and development activities to assist in the achievement of individual/work objectives.

Selection Criteria (Qualifications, Competencies, Knowledge & Experience)

- An appropriate science or Laboratory Technician qualification.
- Experience working in a school context.
- Appropriate qualifications or experience in Work Health and Safety.
- Extensive knowledge of relevant practice area including
- Excellent understanding of Work Health and Safety legislation, regulations, procedures.
- Good computer literacy, including intermediate Excel skills.
- Meticulous attention to detail.
- Demonstrated high level of competence in chemical handling, equipment maintenance, OH&S, WHS legislation, regulations (including safe work procedures).



- Demonstrated capacity for self-management, collaborative decision-making, teamwork, and the ability to accept, promote and manage change.
- Proven ability to work unsupervised, meet deadlines, set priorities, be well-organised, be reliable and able to work under pressure.
- Ability to build and sustain positive relationships, providing prompt and professional service and communication to all members of College community, including staff, students and parents.
- Displays personal drive and integrity.
- Demonstrated ability to maintain confidentiality and reliability in meeting commitments.
- Hold a valid Queensland Working with Children Check Positive Paid Employee Notice (Blue Card) (or ability to obtain before commencing work).
- Hold a current First Aid and CPR certificate (or ability to obtain before commencing work).
- Current Police Check.