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## **POSITION DESCRIPTION**

**Position:** Technician – Science

**Classification:** ATO Level 3

**Reports to:** Director of Corporate Services

**Tenure:** Ongoing

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Under the leadership of the Head of Science, the Science Technician is an integral and professional member of the Science Department, reporting to the Director of Corporate Services.

The Science Technician is primarily responsible for providing a safe and efficient laboratory technical service for students and teaching staff. The role supports the Head of Science and teachers in the Science Department, working with the Science team to ensure the effective running of its day-to-day programme of timetabled lessons and extra-curricular activities. Duties are varied and include the preparation of apparatus and components for class practicums, assessments and examinations; maintenance of equipment and materials; and auditing of stocks and supplies. Duties will be conducted on the basis of their given priority and with guidance from the Head of Science.

**KEY RELATIONSHIPS:** Head of Science, Science Department staff, Director of Corporate Services, Staff, Students

The outline of this role is as follows:

### **1. MAIN RESPONSIBILITIES**

- Provide support and assistance to the Science Department, as required and directed by the Head of Science
- Day-to-day upkeep and maintenance of Science spaces, apparatus and equipment, including minor repairs, to ensure a clean, safe and orderly environment in line with College health and safety practices
- Assist in maintaining all safety equipment used within the Science spaces
- Advise Science staff on safety issues and trial practical work as necessary
- Manage appropriate, safe storage of equipment and materials
- Assist with safe disposal of residues, chemicals and microbiological waste
- Clean up of apparatus and spillages, including neutralisation
- In consultation with Head of Science, audit and order science stocks, and assist with deliveries
- Maintain an up-to-date inventory of stocks, apparatus and equipment
- Practical, hands-on assistance in preparations for College events and classroom displays
- Contribute positively as a member of the Department, i.e. attend weekly departmental meetings
- Comply with College policies, procedures and maintain an active health and safety culture
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system
- Other duties as required

## **2. SELECTION CRITERIA**

### **Essential**

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Qualifications or experience in a comparable position
- Awareness of, and compliance with, departmental and College safety and health policies and procedures
- Demonstrated knowledge of specific health and safety practices in the area
- Demonstrated knowledge and use of apparatus, equipment and materials as appropriate
- Well-organised, accurate, flexible and creative
- Practical problem-solving skills
- Sensitivity, care and understanding in dealing with young people
- Personable and professional, with good verbal, interpersonal and written communication skills
- The ability to work independently and as part of a team
- Relevant IT skills

### **Desirable**

- Specialist area knowledge
- Experience in purchasing and budget management

## **3. TERMS OF EMPLOYMENT**

- Salary to be annualized over the year based on weeks worked
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: Nov 2021