

Position Description

Laboratory Technician Team Leader

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| Purpose of position | <p>The Laboratory Technician Team Leader leads the team of Laboratory Technicians across the Campuses of the College.</p> <p>They also support OHS responsibilities of the College by ensuring that scientific, laboratory and chemical related College policies and procedures are applied consistently across all subject areas of the College and their staff at all Campuses.</p> <p>The Laboratory Technician Team Leader reports to the Science Domain Leader.</p> <p>The Laboratory Technician Team Leader is required to understand and implement the Child Safety policies of the College and will ensure that all elements of the role promote the safety, wellbeing and inclusion of all children.</p> |
| Staff Team | Science Domain |
| Reporting to | Science Domain Leader |
| Location | <p>Marymede Catholic College:</p> <ul style="list-style-type: none"> - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023) |
| Classification | Education Support Officer Level 4, Category C |
| Salary and benefits | <ul style="list-style-type: none"> • Salary range (at time of advertisement): \$85,888 - \$97,831 • Salary includes ESO Level 4 salary • Seven week's Annual Leave is provided • Flexible workplace and salary packaging arrangements are available |
| Commencement date | 8 May 2023 |
| Employment conditions | <ul style="list-style-type: none"> • Full-time and ongoing • Working hours are Monday to Friday between 8.00am – 4.36pm <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018 • hold a Working With Children Check - Employee • be subject to a satisfactory National Police Record Check |

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| | <i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i> |
| Qualifications and experience | <p>The Laboratory Technician Team Leader will have one of:</p> <ul style="list-style-type: none"> • a relevant degree with relevant work experience • extensive experience and/or management expertise in the relevant field • an equivalent combination of relevant experience and/or education/training <p>A current Victorian driver's licence and access to vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p> |

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the Science Domain Team and College OHS Committee
- Lead the College Laboratory Technicians Team
- Contribute to the recruitment process for Laboratory Technicians
- Contribute to the design of and lead the campus implementation of policies and procedures related to laboratory practices and chemical use, storage and disposal
- Design and demonstrate more complex experiments within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required
- Manage the Laboratory Technicians across the Campuses of the College
- Manage time and attendance for Laboratory Technicians
- Conduct performance meetings with Laboratory Technicians when required
- Induction of Laboratory Technicians, Arts and Technology Assistants into the safe management of chemicals and laboratory practices
- Ensure that all science teachers are inducted into the safe management of chemicals and laboratory practices by the Campus Laboratory Technician(s)
- Coordinate the documentation of the induction process for teachers and other staff into safe laboratory and chemical practices
- Solve relevant problems that involve the identification and analysis of diverse problems and application of appropriate technical training and expertise to make decisions
- Innovate within the role and take responsibility for outcomes
- Design, develop and test equipment, systems and procedures
- Participate in planning involving resources used and developing proposals for resource allocation
- Exercise high level diagnostic skills on sophisticated equipment or systems
- Analyse and report on data and experiments

- Chemical management, ensuring that the handling, storage and disposal of chemicals is conducted in accordance with College Policy in science and other curriculum related areas of the school where chemicals are stored
- Promote safe practices in the laboratories and other related curriculum areas
- Assist in the writing of procedures that relate to the laboratories and other curriculum related areas of the school where chemicals are stored
- Develop and implement operational guidelines and practices in College laboratories in accordance with the OH&S Act
- Maintain records of staff inductions into safe laboratory and chemical practices
- Ensure that all science teachers undertake safety training in using the laboratories each year and for science teachers who join the school during the year
- Ensure that all MSDS are up to date across each Campus in all curriculum related areas
- Maintain the laboratory asset register and conduct an annual stock-take
- Conduct safety audits for the laboratories
- Oversee the production of safety assessments for all activities within science and provide support in other areas
- Oversee chemical databases and risk assessment software across the College
- Evaluate and select equipment, and make recommendations for purchase
- Oversee maintenance of equipment in the College laboratories
- Attend OH&S Committee Meetings in the role as Laboratory Technician Team Leader
- Supervise students while performing their normal duties but not instead of a teacher
- Liaise with the Property Manager on maintenance and OH&S issues
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities including the assisting with the preparation and monitoring of relevant budgets and resource development
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the qualifications, skills, and experience to perform the duties and responsibilities of the position
- Ability to lead teams, build capacity in others, and work as part of team
- Excellent interpersonal, communication and negotiation skills
- Ability to be flexible and adaptive in a dynamic environment
- Ability to manage multiple concurrent projects and meet deadlines
- Proven competency with Microsoft Office
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through a collaborative and curious disposition
- Ability to set and monitor high standards of communication
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

March 2023