

Role Description

Science Technician

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation
No.

20406

Content

Manager No.

20/532499

Work Unit

Springfield Central State High School

Metropolitan South Region

Early Childhood and State Schools Division

Location

Springfield Central

Classification

**TO2 (Progressional) Qld Public Service Officers
and Other Employees Award - State 2015
36 ¼ hour week**

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Science Technician, you will:

- Contribute to the effective and efficient management of the school science department by providing technical and administration support to the respective Head of Department, teachers and laboratory staff of the school science department.
- Work independently within guidelines, general directions and instructions, performing responsible tasks associated with the efficient operation of the school science department.

The Science Technician reports to the Principal or nominated delegate.

Your role

Responsibilities include:

- Prepare, distribute and set up samples/demonstrations, class sets of equipment and associated scientific materials for practical teaching laboratory use.
- Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media and manufacture simple glassware/general equipment for preparation-laboratory and teaching-laboratory use.
- Work independently in a science laboratory, recognising, anticipating and safely managing chemical hazards.
- Maintain scientific teaching resources, classrooms, storerooms, preparation rooms and laboratories in a clean, safe, orderly and secure manner.
- Maintain a safe chemical/laboratory waste storage/handling/preparation/disposal system in accordance with departmental guidelines, including labelling, secure storage, calibration and control of equipment and apparatus and Standard Operating Procedures (SOPs).
- Collect off campus scientific materials, science resources and field samples and collect and care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.



- Maintain a system for recording allocation and usage of materials and equipment, establishing a priority system where necessary.
- Organise and prioritise daily variation of tasks to flexibly support student learning outcomes.
- Operate laboratory equipment/apparatus and perform routine operator maintenance/instrument calibrations as required, in compliance with the manufacturer specifications.
- Assist science teaching staff and senior laboratory staff with demonstrations, instruction of students on use/care of equipment during science experiments and field trips and the application of safety measures.
- Demonstrate innovative thinking by solving problems and assisting to identify learning opportunities, in conjunction with the Teacher/HOD.
- Provide and promote quality advice to science teaching staff on their needs for practical work, focusing on the technical components of the curriculum, including STEM initiatives.
- Assist in promoting and implementing various STEM initiatives, to increase student engagement and STEM pathways.
- Develop maintenance procedures, and carry out simple maintenance of science equipment, services and materials. Report loss and damage to equipment and services, and arrange repairs and replacements.
- Assist with:
 - field trip preparations that may include arranging bookings and preparing appropriate materials
 - record keeping, stocktaking of equipment/materials within the science department
 - databases and asset register maintenance - annual stock take, hazardous substances register, dangerous goods register, dissection register, or any other relevant registers as required by legislation
 - preparing and managing the science budget and maintaining a petty cash/corporate credit card system in accordance with departmental guidelines.
- Collect and/or receive deliveries of stock, unpack, check invoices, store appropriately.
- Maintain accurate records of inventory, purchases/incoming orders, arrange collection and/or receipting, unpacking, checking invoices and storage of stock, a chemical stock register and monitor chemicals and ensure provision of current Safety Data Sheets.
- Establish, maintain, review and update laboratory protocols and methods.
- Liaise and network with organisations, industries and other schools, science teaching staff and other laboratory staff under the direction of Senior Science Technician or HOD.
- Acquire relevant catalogues and price lists, obtain quotes and prepare orders for equipment, chemicals and services.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- TO2 appointees must have possession of a diploma qualification relevant to the tasks outlined, from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education or delegate is acceptable.
- In accordance with the [*Working with Children \(Risk Management and Screening\) Act 2000*](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- The successful applicant will be appointed to the TO2 classification with eligibility for progression to the TO3 level (as outlined in the *Queensland Public Service Officers and Other Employees Award – State 2015*) once specific criteria have been met or demonstrated.