

# POSITION DESCRIPTION



## Laboratory Technician (Biology)

<b>Reports to:</b>
Head of Science
<b>Role Purpose:</b>
This role provides support to teaching staff and students in undertaking Science activities. It manages equipment maintenance and preparation, overall cleanliness of the Laboratories, stock control and ordering.
<b>Department/Section:</b>
Science
<b>Key Relationships:</b>
<b>Internal</b> <ul style="list-style-type: none"><li>• Teaching staff</li><li>• Operations staff</li></ul>
<b>Qualifications and Experience:</b>
<b>Essential</b> <ul style="list-style-type: none"><li>• Certificate IV in Laboratory Techniques or equivalent qualification</li><li>• Demonstrated experience as a Laboratory Technician in a school laboratory ideally with exposure to Biology, Human Biology, Psychology and Marine &amp; Maritime Studies</li><li>• Experience using materials and equipment for biological sciences including 3D printers, biotechnology, biological specimens, equipment and other resources</li><li>• Current knowledge of OHS regulations and the ability to ensure compliance</li><li>• Ability to quickly identify risks/hazards and conduct assessments and relevant documentation</li><li>• Highly developed interpersonal and communication skills and the ability to build strong relationships with staff and students</li><li>• Exemplary organisational skills, flexibility and the ability to work with changing priorities</li><li>• Strong attention to detail</li><li>• Proficient in the use of technology including booking and learning management systems</li><li>• Ability to work collaboratively as a team member and independently, as required</li><li>• Willingness to model and promote the College's Vision, Mission and Values at all times</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Previous exposure to monitoring and maintaining aquariums and aquaculture</li><li>• Bronze Medallion, or Surf Rescue Certificate, and willingness to attend Marine Science excursions if required</li><li>• Ability to support teaching and learning in physical sciences including preparing electrical circuits, woodwork tools, soldering irons and other resources</li><li>• C class Driver's Licence</li></ul> <b>In addition</b> <ul style="list-style-type: none"><li>• National Police Clearance Check (less than 12 months old)</li><li>• Valid Working with Children Check</li><li>• Evidence of double Covid Vaccination</li></ul>

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METHODIST  
LADIES'  
COLLEGE

**Terms of Appointment**

Full-time or Part-time (to be negotiated)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(HR People Services Manager)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Employee)