



## ROLE DESCRIPTION

### LABORATORY ASSISTANT

#### PART TIME, TERM TIME

#### REPORTING RELATIONSHIP

All College staff ultimately report to the College Principal. Non-teaching staff (School Officers) come under the responsibility of the Business Manager. Management of staff in the Science Department is delegated to the Curriculum Leader - Science.

#### OPERATIONAL RELATIONSHIP

Responsible to the Curriculum Leader - Science. Duties co-ordinated by the Laboratory Manager.

#### CHARACTERISTICS

The position of Laboratory Assistant incorporates assistance and support to teachers and students encompassing both administrative and classroom experiences. The role presumes a presence in practical classes where the Laboratory Assistant is expected to offer assistance to students who are in need. The Laboratory Assistant will be responsible for ensuring the availability and maintenance of classroom materials and supplies.

The Laboratory Assistant works under limited supervision where work is checked in relation to overall progress and guidance is given broadly. There may be a level of autonomy when working in teams. Peer assistance may be provided to others and/or the work of others may be guided, particularly focusing on hazard-prevention and the safety of others, with limited responsibility. Team coordination may be required.

Competencies at this level involve the application of knowledge with depth in some areas and a broad range of skills. There is a wide range of roles and tasks in a variety of contexts. There is complexity in the ranges and choice of actions required. Competencies are normally used within routines, methods and procedures. Some discretion and judgement is involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

No authority is given to expend funds, or direct staff.

#### MAJOR FUNCTIONS

- Provide science programme assistance and administrative support;
- Maintain Functioning Science Laboratories;
- Work Health and Safety.

#### SPECIFIC TASKS

The Laboratory Assistant works under the direction of the Laboratory manager. Duties include:

#### PROVIDE SCIENCE PROGRAMME ASSISTANCE AND ADMINISTRATIVE SUPPORT

- Assist in design / demonstration of experiments and apparatus;
- Assist with field work and excursions;



- Use basic computer programmes eg. Word and Excel; and Science Programs
- Assist with administrative tasks within Science Department
- Liaise with staff in selection and preparation of Science program
- Organise and distribute / collect class equipment;
- Assist students and staff with the use of equipment
- Prepare handle and dispense biological, microbiological, chemical and botanical specimens and materials to safe work practices;

### **MAINTAIN FUNCTIONING SCIENCE LABORATORIES**

- Care of live specimens;
- Order / receive / distribute / store equipment, materials and specimens;
- Maintain resource records;
- Repair and test equipment or organise for repair of equipment.
- Clean and maintain laboratory equipment and resources;
- Prepare laboratory solutions of known concentration;
- Prepare samples for student analysis
- Prepare and maintain Science displays;
- Maintain storerooms;
- Dispose of laboratory waste;
- Monitor safety and first aid requirements within Science department;

### **WORK HEALTH AND SAFETY**

- Ensure practical lessons run effectively and are performed at the lowest risk;
- Support the Laboratory Manager in the operation of safe practices in the laboratories;
- Manage chemicals according to relevant legislations;
- Identify and assess risks associated with preparation room.
- In absence of Laboratory Manager act as Fire Warden for Level 2 Ionian building.

### **COMPETENCIES**

- Provide science program assistance where some discretion and judgment are involved;
- Assist in the design/demonstration of experiments under the supervision of laboratory manager and academic staff members where some discretion and judgment are involved;
- Under direction prepare and dismantle laboratory experiments and dispose of waste materials;
- A range of technical and laboratory skills which can be applied to the roles and functions;
- Organisational skills;
- Well-developed communication / interpersonal skills;
- Basic computer skills.



## QUALIFICATIONS

Tertiary qualifications at Certificate level in the Science Discipline is essential.

## HOURS OF DUTY

Approximately 24 hours per fortnight. 9.00am to 3.30pm, Mondays and Thursdays inclusive of a 30-minute lunch break.

## CONDITIONS

Term-time position, approximately 40 weeks plus pro-rata annual leave and leave loading.

## SALARY

In accordance with Level 3 School Officers Classification in the *Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland*.

**UPDATED BY:**

Karen Paterson  
Lorrae Broadley

**IN CONSULTATION WITH  
AND APPROVED BY:**

Sharon Volp

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