

Role Description

Science Technician

Job Ad Reference			
Job Evaluation No.	20406	HPE No.	20/532499
Work Unit	State High School or other education institution		
Location	St George State High School		
Classification	TO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 42 hours per Fortnight		
Job Type	Permanent / Temporary / Full-time /		
Contact Officer	Joanne Withers		
Contact Telephone	0475 974 008		
Closing Date	3 pm Friday 4 th March 2022		

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Education Improvement Division is responsible for the strategic management and implementation of early learning and development reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.
- The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice.



State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

Science, technology, engineering and mathematics (STEM) touch every aspect of today's world, and the innovations that emerge from these fields underpin the global economy. Supporting schools to innovate and engage with cutting edge science and teaching practices will transform the teaching of STEM in every state school.

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

As the Science Technician, you will have responsibility for the following:

- 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.

Knowledge and experience

A mandatory requirement of this role is:

TO2 appointees must have at a minimum, 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.

Progressional arrangements:

The successful applicant will be appointed to the TO2 classification with eligibility for progression to the TO3 level once specific criteria as outlined in Part 4, 12.7(c) and 12.8 (b) of the Queensland Public Service Officers and Other Employees Award – State 2015 have been met or demonstrated.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Knowledge of and ability to undertake the assembling, cleaning and storing of laboratory apparatus and equipment; and adhere to the basic practices and procedures for the safe storage, handling, preparation and disposal of chemical, biological and LP gas materials used in a school science program.

2. Achieves results

Knowledge of and ability to competently use scientific oriented software applications, and to also apply workplace health and safety standards, especially in the use and storage of chemical, biological and LP gas materials as used in a school science department.

3. Supports productive working relationships

Ability to operate as an effective member of the team, by supporting team members in achieving desired outcomes.

4. Displays personal drive and integrity

Ability to work both with direct and limited supervision in a school science laboratory/department and within guidelines provided by the supervisor.

5. Communicates with influence

Ability to assist teachers during science practical lessons, including field trip preparations and participation when required, and assist students within departmental guidelines.

Additional information

- The successful applicant will be appointed to the TO2 classification with eligibility for progression to the TO3 level once specific criteria as outlined in Part 4, 12.7(c) and 12.8 (b) of the Queensland Public Service Officers and Other Employees Award – State 2015 have been met or demonstrated.
- Applicants currently undertaking a course of study for a diploma or qualification may be considered for appointment prior to completion of this qualification and will be remunerated at TO1 classification.
- 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.
- A criminal history check may be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- The department is committed to respecting protecting and promoting human rights. Under the Human Rights Act 2019 (Qld), the department has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information about the Human Rights Act 2019 is available at <https://www.qhrc.qld.gov.au/your-rights/human-rights-law> and <https://www.forgov.qld.gov.au/humanrights>
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au