



Position Description

Position Title	Laboratory Technician
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Galen Catholic College
Location	188-244 Phillipson Street, Wangaratta
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Employee Category B Level 2
Remuneration	
FTE	0.6
Status	Ongoing
Reports to	Science Learning Area Leader

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

Established in 1974 Galen Catholic College was founded by the Marist Brothers and Brigidine Sisters. Today we continue to build a Catholic community based on the core values “the love of learning”. Our secondary college offers the widest curriculum in Wangaratta with options including VCE, VET, and School Based Apprenticeships.

Position Summary

Laboratory Technicians provide support to the Science Learning Area in the preparation and assistance of classroom practical classes as well as the maintenance of lab tools and equipment, data recording and OHS requirements.

Key Responsibilities

Core Duties	<ul style="list-style-type: none">● Assemble equipment and materials for practical work and demonstrates as requested by science teachers.● Assist in practical classes and perform demonstrations as requested.● Provide support to science teachers who are unfamiliar with particular items of equipment or practical exercises.● Induct new staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the laboratories and booking procedures● Research, trial and write procedures for student practical activities● When requested, trial practical exercises or demonstrations for workability within the classroom● In consultation with the Science Learning Leader, set up and maintain the laboratory facilities/resources● Dispose of used chemicals and specimen in accordance with current regulations● In consultation with Science Learning Area Leader, order supplies of equipment and maintain stores as suitable level● Maintain and update the chemical register and MSDSs and order all supplies of chemicals as required● Maintain the chemical storeroom with zones, labelling and signage in accordance with current work safety regulations● Maintain, write and update risk assessments for practical activities that use hazardous substances and/or dangerous goods● Maintenance of class sets and consumable equipment and materials
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	<ul style="list-style-type: none"> • Determine and undertake specialist cleaning procedures • Monitor new developments in procedures and technologies to support the Science Learning Area Leader
Other Duties	<ul style="list-style-type: none"> • Maintain confidentiality of information acquired in the course of undertaking duties for the school.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements

and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Relevant qualifications or experience in laboratories.
	Knowledge and Experience	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Proven knowledge across all areas of science including chemistry, biology, physics and environmental science • Proven experience in the preparation and support of practical experiments. • Excellent organisational and time management skills with a proven ability to work to deadlines. • Knowledge and experience of chemical handling and relevant OHS regulations
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Strong commitment to the Catholic ethos of the College and Catholic Education
	Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
	Skills and Attributes	<ul style="list-style-type: none"> • National Police Check • Victorian Working with Children's Check
Desirable		<ul style="list-style-type: none"> • Experience working in an education setting

Signature _____ Date _____