



LABORATORY SUPERVISOR POSITION DESCRIPTION

REPORTING TO:	Reports to the Learning Area Coordinator - Science (LAC)
CAMPUS:	Werribee & Melton
TENURE:	Permanent Part Time

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

POSITION SUMMARY:

To lead the team supporting those aspects of the programmes that are delivered in the laboratories. The supervisor will lead and take overall responsibility for the team of technicians providing technical support and guidance for students and staff using the laboratories and facilities within the science department.

KEY RELATIONSHIPS:

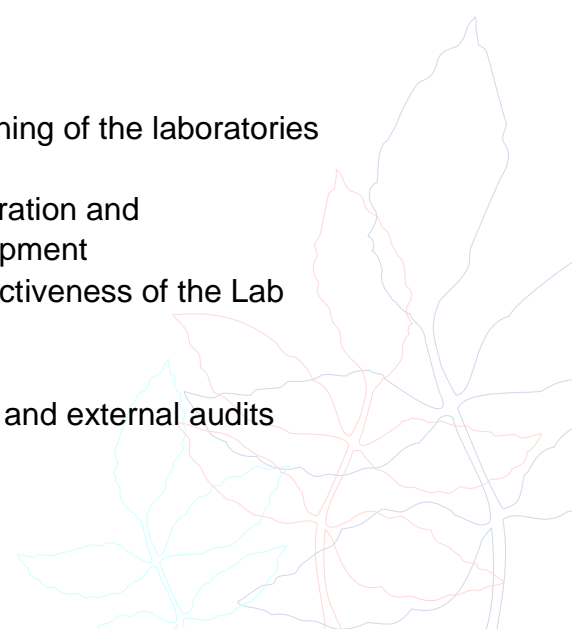
- Learning Area Coordinator (LAC)
- Science Staff
- Melton Campus
- Staff

Attachment A

KEY RESPONSIBILITIES & DUTIES:

A. Leadership

- Responsible for managing the day –to –day running of the laboratories in the Science department
- To make effective decisions concerning the operation and management of laboratories, materials and equipment
- To allocate resources to ensure operational effectiveness of the Lab tech team
- To lead and motivate the Lab tech team
- To prepare laboratories in readiness for internal and external audits

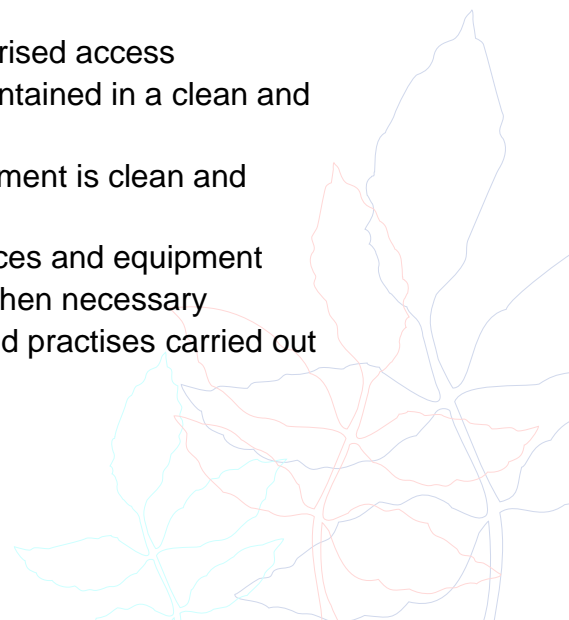




- Participate in the recruitment of Lab technicians
- Induct and mentor laboratory staff into their roles
- Prepare and manage the Science budget
- Manage resource requirements according to the set budget
- Responsible for the care of animals and plants within the science department in accordance with the federal requirements

B. Specialist Skills

- Preparation, setting up of materials, equipment and apparatus for laboratory classes
- Oversee laboratory safety and ensure that the laboratory remains in compliance with all local, state and federal regulations
- Ensure all reagents and supplies are available when needed including preparation of chemical solutions and reagents
- Communicate and enforce laboratory safety rules to students and teachers
- Manage and update Chemical inventories and msds.com software
- Ensure department is compliant with all Heathdale Christian College policies and procedures
- Work with teaching staff to identify laboratory requirements including equipment, supply and maintenance
- Manage and maintain a safe storage, handling and disposal system for all materials including chemical, biological and dangerous substances
- To give practical and technical support to teachers and students for laboratory classes
- Demonstrate experiment and laboratory techniques within a laboratory class
- Develop and implement processes and procedures that are in accordance with regulatory requirements specific to the laboratory and ensure all users are in compliance with those standards
- Trial student experiments when necessary
- Assess risk on all laboratory procedures and take appropriate action to minimise risks
- Store chemicals in correct zones and ensure labels are in accordance to the Global Harmonising System (GHS).
- Ensure chemicals are kept secure from unauthorised access
- Ensure the laboratories and preparation are maintained in a clean and tidy state
- Ensure all glassware and other laboratory equipment is clean and ready for use
- Liaise with other school to share science resources and equipment
- To collect scientific material and field samples when necessary
- Perform risk assessments for all experiments and practises carried out in the science department





C. Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

D. Accountability

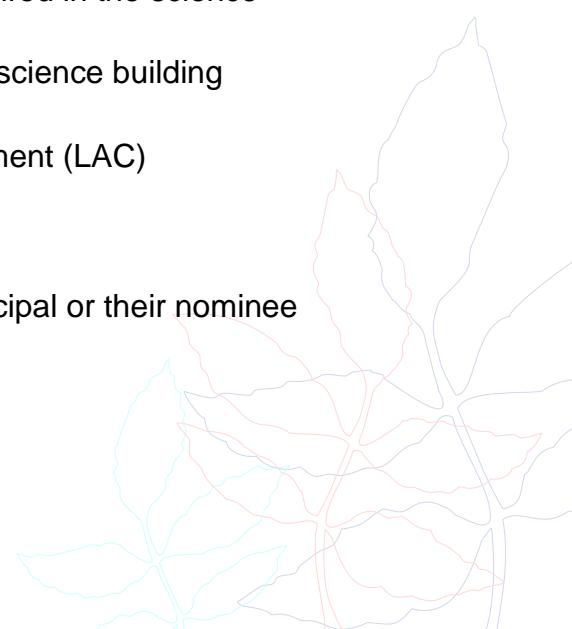
- To work as part of the broader Science department, and to support students, the lab tech team and the academic staff
- To plan own work and make independent decisions
- Supervise the Science Technicians at Melton and Werribee
- Inspect, maintain and correct use of safety equipment and laboratory equipment
- To effectively communicate and deliver instructions and guidance to students
- Attend professional development programs
- Attend science excursions as required

E. Documentation Management

- Manage laboratory documentation system, inventories and resource materials
- Maintain equipment in good order and carry out any necessary repairs
- Purchase non-scientific goods for use in science experiments using petty cash system
- Submit maintenance requests for any work required in the science building
- Submit IT requests for any work required in the science building
- Organise and manage science week activities
- Other duties as directed by the Head of Department (LAC)

OTHER DUTIES

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.





You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

COLLEGE EXPECTATIONS:

All staff are expected to:

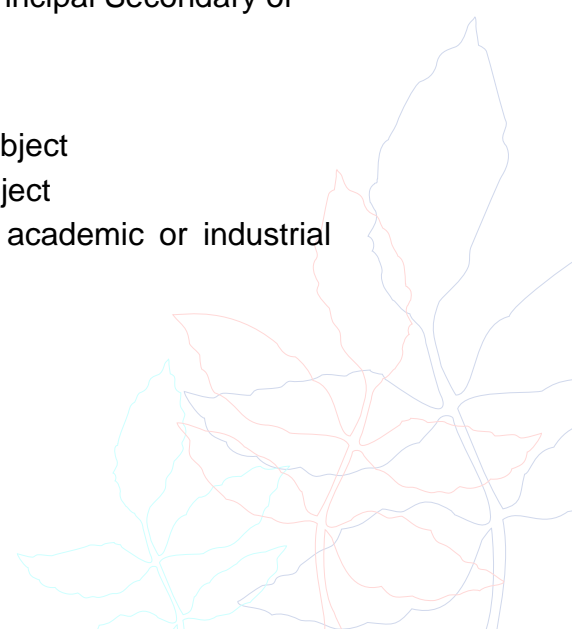
- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience. Annual performance and salary reviews will be conducted by the relevant Principal Secondary or Science LAC.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Degree or equivalent in a science related subject
- Knowledge and experience in a science subject
- Knowledge of general laboratory either in academic or industrial environment
- Computer literacy and numeracy
- Leadership experience
- WWCC 'E' & Police Check



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Science Learning Area Coordinator (LAC)	<ul style="list-style-type: none"> Work closely with the Science LAC to understand the needs & requirements of the Science Team 	Meetings will be organised and as required
Science Staff	<ul style="list-style-type: none"> As required work closely with the Science Staff members to ensure success with all science practicals and to provide assistance when required 	Meeting on an 'as needs basis'
Melton Campus	<ul style="list-style-type: none"> Work closely with Melton Science staff to ensure compliance and processes are maintained 	Meeting on an 'as needs basis'
Staff	<ul style="list-style-type: none"> Respond to staff in a timely manner on all payroll queries. 	Meeting on an 'as needs basis'

