

ROLE DESCRIPTION	
ROLE TITLE	Laboratory Technician
DEPARTMENT	Science
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Leader of Learning Science
FTE	<ul style="list-style-type: none"> ○ 40 weeks per year (during term time) ○ Hours are Monday to Friday (negotiable) ○ Part-Time (negotiable) Classification: Administrative and Technical Officers Level 4
Role updated	April 2026

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Laboratory Technician is responsible for the organisation and management of the Science Laboratory Area and the implementation of strategies to assist teachers with the delivery of key learning objectives.

ROLE RESPONSIBILITIES

Actively Support College Operations

- Compliance with all relevant legislative and regulatory obligations.
- Completion of administrative and operational activities in alignment with College requirements.
- Working with the Leader of Learning and Finance department to responsibly use and track the Science Department annual budget.
- A willingness to undertake tasks as requested by the Principal or their delegate.
- Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
- Provide induction for new laboratory and teaching staff.
- Responsible for the supervision of other laboratory staff in the College.
- Coordinate the professional development of the other laboratory staff in the College

Challenge — Collaborate — Create — Celebrate

Technical Requirements:

Manages the technical requirements of the Science Laboratory Area including but not limited to:

- Responsible for the efficient operation of the Science Laboratory Area.
- Responsible for the security of the Science Laboratory Area.
- Develop and implement measures for safe handling, storage, disposal of hazardous substances in accordance with relevant regulations.
- Develop and implement operational guidelines and practices in the Science laboratory.
- Obtain appropriate licences, permits for use of plant / animal / chemicals etc. in the Science laboratory.
- Coordinate the use of all science materials around the College.
- Maintain asset register and undertake an annual stock-take.
- Conduct safety audits for the Science laboratories.
- Keep accurate records of classroom experiments.

Finances:

- Keep accurate records of purchase and incoming orders.
- In conjunction with the Leader of Learning – Science develop budgetary proposals for the Science laboratory.

Teacher Support:

Teacher support includes but is not limited to:

- Trialling of experiments.
- Provide assistance and guidance to teachers in respect to the operation and use of science equipment when classes are performing practical work.
- Review, evaluate and modify laboratory practice.
- Produce resource materials.
- Accompany teachers on field trips and excursions as directed by the Leader of Learning – Science.
- Booking excursions and camps as required.
- Liaise with relevant organisations regarding excursions and use of materials.
- Liaise with sales representatives.

Equipment:

- Create and maintain chemical and equipment databases.
- Perform calibration checks and operate specialist science laboratory equipment and instruments.
- Oversee maintenance of equipment.
- Evaluate and select equipment and make recommendations for purchase to the Leader of Learning – Science.

Other Duties:

- Undertake other duties as directed by Leader of Learning Science

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Diploma of Applied Science or equivalent or extensive relevant experience in laboratory work, preferably in an educational setting.
- First Aid Certificate
- Relevant training in Schools Animal Ethics
- Be a member of a professional association relevant to the position
- Experience organising and managing a science laboratory.
- Knowledge of MS Office applications
- Proficient technology skills
- Highly-developed interpersonal and influencing skills, enabling harmonious and positive relationships with all
- Sound written and verbal communications skills
- Highly-developed time management and organisational skills
- Able to multi task and calmly work under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Screen Check
- Nationally Coordinated Criminal History Check