

# Job description

Agency	Department of Education	Work unit	Nhulunbuy High School
Job title	Laboratory/Practical Technician	Designation	Administrative Officer 3 92%
Job type	Part Time	Duration	Fixed from 19/04/2021 to 24/09/2021
Salary	\$57,751 - \$62,326	Location	Arnhem
Position number	6920	RTF	210374
Contact	Kim O'Brien on 08 8987 0844 or <a href="mailto:Kim.obrien@education.nt.gov.au">Kim.obrien@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=210374">https://jobs.nt.gov.au/Home/JobDetails?rtfId=210374</a>		

## **Information for applicants- Inclusion and diversity and Special measures:**

**Applications must be limited to a one-page summary sheet and detailed resume.**

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

## **Primary objective:**

To provide laboratory and practical lesson support services to classroom teachers in the science laboratories and other faculty areas at Nhulunbuy High School.

## **Context statement:**

Nhulunbuy High School is a comprehensive and inclusive secondary school and Registered Training Organisation (RTO) that caters for students in years 7 to 12, with a current student population of 324, of whom approximately 36% are indigenous. The school includes a special education annexe, a maritime training facility and a 40-bed boarding facility for indigenous students from remote communities across Arnhem Land, and the Clontarf and Stars programs for support. Through the Australian Curriculum, we provide pathways for students to achieve the NTCET, including an ATAR for university, or further training and employment through a VET qualification. The school has approximately 60 employees which includes teachers, administration and support staff.

## **Key duties and responsibilities:**

1. Prepare and maintain practical experiments of a biological, chemical or physical origin in science. Assisting other faculties with practical set-ups as requested by the Principal.
2. Provide the safe storage and maintenance of laboratory equipment and other materials in accordance with legislative and administrative requirements.
3. Maintain labelling on all chemicals in accordance with "The National Code of Practice for the labelling of Workplace Substances" and maintain an accident/incident register for the laboratories.
4. Assist with purchase and maintaining of stocks and supplies in faculty areas as requested and undertake general administrative duties including budget preparation and the monitoring of expenditure.
5. Any other duties as requested by the Principal.

## **Selection criteria:**

### **Essential:**

1. A working knowledge of scientific terms and familiarity with laboratory equipment including working knowledge of relevant Work Health and Dangerous Goods Regulations.
2. Knowledge and ability to use general office equipment and be familiar with current software programs.
3. Current Working with Children Clearance Notice and Senior First Aid Certificate or the ability to obtain.
4. Proven ability to determine priorities, meet deadlines, be flexible and work with minimal supervision including the ability to resolve conflict and negotiate in a confidential environment and to recognise and deal appropriately with sensitive issues.
5. An ability to interact effectively with students and staff from diverse cultures and assist within the classroom as required

### **Desirable:**

1. Experience in the handling, maintenance and disposal of hazardous chemical and biological specimens.
2. Knowledge of Work Health and Safety procedures.

## **Further information:**

There is no relocation assistance or accommodation available with this position.

Approved: April 2021

Karen Hill – Acting Principal