

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Taminmin College, Humpty Doo
Job Title	Laboratory Technician	Designation	Administrative Officer 3 96%
Job Type	Full Time	Duration	Fixed from 22/072019 to 19/02/2021
Salary	\$57,358 - \$61,903	Location	Palmerston
Position Number	6763 RTF 166300	Closing	23/05/2019
Contact	Tamara O'Sullivan, Business Manager on 08 8983 7118 or tamara.osullivan@ntschoools.net		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=166300		

Primary Objective: Under the direction of the Head of Department and the Business Manager, provide comprehensive and efficient services in technical and administrative support to teachers of science, technology, engineering, mathematics and arts related subjects, as well as assisting with the general administration services of the College.

Context Statement: Taminmin College is an Independent Public School located in the rural area of Darwin with enrolments of over 1,100 students across Years 7 to 12. The school runs a farm, a Special Education Centre, Vocational Education and Training programs and is a Registered Training Organisation. The Laboratory Technician primarily supports the STEAM faculty with technical and administrative services. STEAM facilities at the school include a new two-storey dedicated building, refurbished Science and Art rooms and developing Maker-Space areas.

Key Duties and Responsibilities:

1. Faculty administration and technical assistance to the broad STEAM faculty.
2. Prepare, maintain and dispose of practical experiments of a biological, chemical or physical origin as requested by Science faculty staff and in accordance with policy and regulatory requirements. In-class support to teachers and secondary aged students may be required.
3. Routine cleaning, maintenance and calibration of laboratory equipment.
4. Maintain stocks of chemicals, equipment and consumables within budget. Identify and communicate reasonable future resource needs based on contemporaneous issues, the College's vision and the faculty budgets.
5. Administrative responsibility for Work Health and Safety compliance in the faculty, provide assistance to staff in relation to safety and risk assessments and actively contribute to continuous improvement in relation thereto.
6. Responsible for safe and well-organised storage, recording, maintenance and disposal of chemicals according to regulatory guidelines.
7. Assist with general school administration tasks, including the provision of first aid and fire warden duties, as instructed.

Selection Criteria

Essential:

1. Tertiary qualifications appropriate to the position or a minimum of two years' experience within a laboratory environment.
2. Demonstrated ability to work independently, with initiative and resourcefulness to develop science practical resources and enhance teaching capacity within the science faculty by providing technical and administrative assistance.
3. Demonstrated ability to actively contribute to a team and positively interact with others in a cross-cultural working environment
4. Proven knowledge and experience with current Work Health and Safety and other regulatory requirements.
5. Experience in the use of computer and internet based software packages.
6. First Aid and emergency response qualifications or experience, or willingness to obtain.

Desirable:

1. Recent experience working in a science faculty within an education environment.
2. Qualifications in complementary areas such as Test and Tag, Quality Assurance, Work Health and Safety.

Further Information: The successful applicant must have no significant criminal record and have a Working with Children Clearance or the ability to obtain prior to commencement. This is a school-based administration position where the successful applicant will be required to work 7 hours and 21 minutes per school day.