



ROLE DESCRIPTION

Laboratory Manager

Position Title	Laboratory Manager
Reports To	<ul style="list-style-type: none">• Science Coordinator• Business Manager (for human resources/conditions)
Direct Reports	Laboratory Technician/s
Position Level	School Assistant Level 4

PURPOSE OF THE ROLE

The role of the Laboratory Manager is to manage the Science Preparation Laboratory to support teaching and learning within the Science Department. The Laboratory Manager liaises with the Coordinator of Science to foster a departmental culture of safety and passionate curiosity for the deployment of a practical science educational experience.

MAIN DUTIES

Work Health and Safety

- Ensure that all chemicals and equipment are stored and labelled appropriately and safely in their zones in accordance with ASSIST (Australian School Science Information Support for Teachers and Technicians) Policy Documentation
- Advise staff about the hazardous nature of particular chemicals and equipment
- Prepare compliant labels for all chemicals used in Daramalan Science Laboratories including information about the associated risks and hazards
- Maintain Safety Data Sheets (SDS)
- Maintain the chemical and equipment registers. Conducting regular stocktake
- Maintain a safe working environment and exercise duty of care at all times to ensure that students and staff are protected from exposure to unnecessary hazards
- Comply with the relevant National Codes of Practice and the guidelines provided by ASSIST when working with animals, chemicals, biological materials, and equipment

Teaching Support and Laboratory Servicing

- Maintain, with the teaching staff, safe, clean and orderly laboratories
- Prepare chemicals, biological materials, glassware, hardware and other items required for use in classrooms following written RiskAssess requisition from teachers

- Assist in setting up and testing experimental setups to ensure effective operation. Assist teaching staff in the classroom when required
- Assist staff in research and develop new practical exercises and procedures
- Dismantle, clean and store apparatus and glassware after use
- Prepare distilled water
- Use appropriate and environmentally sound methods for the recovery and disposal of waste chemical residues and biological specimens
- Coordinate the supply of equipment common to several science areas and shared between them such as electronic balances, microscopes and electrical equipment
- Take part in science excursions as appropriate and requested
- Take part in professional development programs relevant to the position

General Administration

- Oversee the workflow of the Laboratory Technicians to ascertain priority areas and allocations
- Maintain an efficient stock management system of chemicals and equipment including best-value purchasing, reconciliation of delivery and invoice against orders, effective stock inventory and control
- Assist teaching staff with effective completion of equipment request, risk assessment and other forms
- Care for and maintain teaching resources such as class sets of materials, charts, posters, and slides held by the Science Department
- Maintain an efficient filing system for the safe storage and rapid retrieval of Risk Assessment forms and other Science documents
- Inform the Science Coordinator of all matters pertaining to the good management of the Science Department including breaches of safe and cooperative work practices
- Discuss with the Coordinator of Science any ideas for improvement in plant and practice
- Represent the College at meetings of Laboratory Assistants
- Assist the Coordinator of Science with the preparation and presentation of Science resource and activities at school events such as Open Day, and Information Evenings

SELECTION CRITERIA

- A willingness to support the MSC ethos and values.
- Appropriate qualifications and/or relevant experience in a laboratory.
- Excellent interpersonal skills and proven ability to form positive, friendly and professional relationships with all stakeholders.
- Sound organisation skills/abilities
- Proven ICT knowledge and skills
- Ability to work effectively and manage busy workloads as part of a team and independently with limited supervision
- A current ACT Working with Vulnerable People card.