

POSITION DESCRIPTION

POSITION TITLE:	School Officer - Laboratory
SECTION:	School Officer
REPORTS TO:	The Principal
CLASSIFICATION:	School Officer – Level 4
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	St Catherine's Catholic College, The Whitsundays

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

"The promotion of the human person is the goal of the Catholic school"

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
COMMUNITY (John 20)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-26)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 15:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:15-25)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 23:31-42)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

St Catherine's Catholic College, The Whitsundays is a Prep to Year 12 co-educational college, established by the Sisters of Mercy in 1925. The College's vibrant, modern and innovative facilities are inspiring learning spaces for students both within the classroom and outside, allowing teachers to use the right strategies at the right time for their class.

The primary purpose of the position is to assist with the preparation and delivery of equipment and materials for the Science Learning Area, maintaining control of equipment and laboratories in order to support the Science programs throughout the College in accordance with Work Health and Safety and applicable legislative requirements.

This position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised, teams may be guided or facilitated. Training of subordinate staff may be required.

KEY ACCOUNTABILITIES

- Provide effective assistance and support for the science programs throughout the College and practical support to Science Department Teaching staff, when required
- Design and demonstrate experiments and Practical Assessments under supervision of an academic employee ensuring application of discretion and judgement
- Prepare and maintain accurate laboratory records in accordance with file maintenance procedures
- Prepare, maintain (includes ordering of required stock), organise, set-up and dismantle equipment and materials for routine experiments or student projects and dispose of waste materials as appropriate
- Work closely with other laboratory assistants and academic teachers etc. to regularly review processes
- Under direction and within existing WHS routines, methods and procedures, prepare, maintain and dispense stock solutions, simple chemical mixtures and compounds, cultures or similar materials
- Maintain regular communication with science department and Work Health and Safety Officer to maintain laboratory compliance.
- Other duties as reasonably directed.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures

- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- The ability to work collaboratively in a school context and engage in discussion of contemporary issues and research to ensure a commitment to improve and achieve best practice standards
- Demonstrated ability to work autonomously with minimum supervision
- Understanding of Work Health and Safety and associated safe work practices within a laboratory setting
- Developed knowledge and understanding of the use of Hazardous Substances Risk Assessment and Safety Data Sheets.

Skills

- Demonstrated ability to organise and prioritise tasks in a busy environment
- Ability to manage conflicting and changing priorities ensuring diligence and professionalism
- A demonstrated ability to develop and sustain, foster productive working relationships.

Attributes

- Enthusiastic, energetic, flexible with a pro-active attitude
- An ability to communicate with a range of employees across primary and secondary school settings
- Confident and engaging with a personal warmth that engenders mutual respect with students, staff and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Minimum Certificate 3 or Higher in Laboratory Skills/Techniques or demonstrated industry experience
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Demonstrated experience in a laboratory setting.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

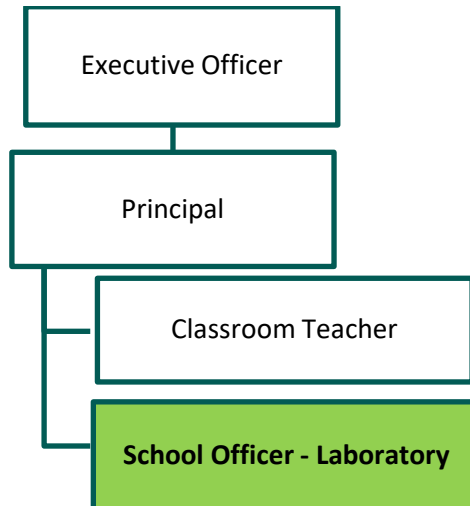
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The School Officer – Laboratory is accountable in the first instance to the Principal and then to the Subject Teacher. The School Officer – Laboratory consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____