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Role Description

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| Science Operations Officer (Generic) | Job Ad Reference |  |
|  | Job Evaluation No. | **16570** | TRIM No. | **16/353250** |
|  | Work Unit | **State Schools/State High Schools or Other Educational Institution****State Schools Division** |
|  | Location | **Various locations throughout the State** |
|  | Classification | **003/OO4 Qld Public Service Officers and Other Employees Award - State 2015****36 ¼ hour week** |
|  | Job Type | **Temporary / Full-time** **Temporary period until 18th April 2021 unless otherwise determined** |
|  | Salary Range | **$53952 per annum***Plus superannuation contributions of up to 12.75% of your annual salary.* |
|  | Contact Officer | **Michelle Imhoff** |
|  | Contact Telephone | **07 3810 9333** |
|  | Closing Date | **22nd September 2020** |

## Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state’s employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. We provide services through the following service delivery areas:

* State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
* Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department’s performance framework.
* The Early Childhood and Education Improvement Division is responsible for the strategic management and implementation of early learning and development  reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
* Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
* The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.

The Office of Industrial Relations (OIR) contributes to the Government’s strategic objectives in the areas of workplace health and safety, electrical safety, workers’ compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## Your opportunity

As the Science Operations Officer you will contribute to the effective and efficient management and administration of the school science department by providing a high level of support to the respective Head of the Department and teachers of the school science department.

The Science Operations Officer reports to and may be supervised by the Principal, Deputy Principal, Head of Department (HOD), Subject Area Coordinator or other teaching staff.

## Your role

As the Science Operations Officer you will have responsibility for the following:

The duties performed by a Science Operations Officer may include those of OO2 and OO3 Science Operations Officer positions and any or all of the following activities.

**Liaison**

* Liaise with:
* other schools to share laboratory resources
* sales representatives and companies regarding purchases/excursions/use of materials
* science teaching staff on their needs for practical work and maintain a system for recording allocation and use of materials and equipment, setting a priority system where necessary.
* Provide advice to science teaching staff on technical components of the curriculum.

**Handling Chemical Materials**

* Assist science teaching staff and junior laboratory staff with application of safety measures, systems and procedures.
* Develop and maintain safe chemical storage/handling/preparation and disposal of laboratory wastes in a safe manner and in accordance with departmental guidelines.
* Organise the distribution and collection of class sets of equipment for practical work and the safe disposal of laboratory wastes.
* Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use.

**Laboratory Support**

* Prepare and set up samples/demonstrations, class sets of equipment and associated scientific materials for practical classroom use and advise and assist science teaching staff in safety matters relating to the science laboratory including carrying out trial experiments prior to laboratory lessons.
* Demonstrate laboratory techniques to science teaching staff and students and assist science teaching staff with demonstrations and in the instruction of students on use/care of equipment during science experiments and field trips.
* Dispose of laboratory wastes in a safe manner, wash and store glassware/equipment, maintain classrooms in a clean, safe, orderly and secure manner and develop and maintain laboratory Standard Operating Procedures.
* Provide technical input into unit formulation or curriculum planning across the full range of the science educational program.

**Maintaining Scientific Materials**

* Collect and care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations, including preparing and sterilising potting mixtures.
* Coordinate use of all science resources around the school, monitor chemicals and associated supplies and prepare orders and perform calibration checks and operate specialist laboratory equipment and instruments.
* Prepare and maintain scientific displays and collections, prepare samples (by measuring, drying, grinding) for subsequent analysis and produce scientific resource materials of a technical nature.

**Maintenance and storage**

* Carry out simple maintenance of science equipment and materials and service and clean simple laboratory apparatus/equipment and report damages to equipment and arrange repairs.
* Collect and/or receive deliveries of stock, unpack, check invoices and mark the delivery date and store appropriately, maintain a chemical stock register and monitor chemicals and ensure provision of associated supplies and obtain quotes and prepare orders for equipment.
* Create and maintain chemical and equipment databases, develop maintenance procedures for laboratory equipment and maintain storerooms, preparation rooms and laboratories in a clean, safe, orderly and secure manner.
* Manufacture simple glassware/general equipment for laboratory use.
* Oversee:
* laboratory animal feeding, cage and pen cleaning
* labelling, secure storage, control and maintenance of equipment and apparatus
* maintenance of equipment, glasshouses and aquariums and/or science audio visual equipment
* maintenance of store rooms, preparation rooms and laboratories
* storage, control and maintenance of equipment and apparatus, and initiate repairs.
* Conduct annual stocktake of materials and equipment within the science department and maintain accurate records of purchases/incoming orders, arrange collection and/or receipting, unpacking, checking invoices and storage of stock.

**Field Trips**

* Assist in field trip preparations that may include arranging bookings and collating appropriate materials and participate in field trips.
* Under direct supervision of teaching staff lead and assist students on field trips according to guidelines provided by the teacher/s.

**Administrative**

* Develop budgetary proposals for the laboratories in conjunction with the HOD, evaluate and select equipment and make recommendations for purchase, obtain appropriate licences/permits for use of plant/animals/chemicals in the science laboratory.
* In conjunction with the HOD, develop and implement operational guidelines and practices in laboratory procedures (e.g. safety policy for science and Standard Operating Procedures).
* Maintain databases and asset registers - annual stocktake, hazardous substances register, dangerous goods register, chemical manifest, dissection register, or any other relevant registers as required by legislation.
* Manage the efficient operation of the science laboratory area including managing laboratory personnel to best meet the needs of the science department and participating in recruitment and selection processes for appointing laboratory staff and providing induction for new laboratory staff.
* Provide high level input into developing laboratory designs and plans for new or upgraded science facilities and review, evaluate and modify laboratory practice - suggest alternatives/develop practical exercises.
* Conduct safety audits for the laboratories and monitor safety and first aid requirements within the science department and provide specialised advice to the school community on complying with legislation relating to hazardous substances and dangerous goods.
* Use departmental computers for record keeping, maintain a petty cash system in accordance with departmental guidelines and undertake general administrative activities, data entry and word processing for the science department.

**A mandatory requirement of this role is:**

* Science Operations Officer OO4 appointees must have:
* recognised prior learning or possession of a Certificate IV qualification relevant to the tasks outlined, from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education, or delegate, is acceptable;
	+ been appointed as outlined within the State Government Entities Certified Agreement 2015 - Appendix 7, Part 6.

## How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**

Demonstrated ability to work unsupervised in a school science laboratory/department and within guidelines provided by the Head of Department/Principal.

1. **Achieves results**

Demonstrated ability to coordinate the use of scientific equipment, assembling, cleaning and storing of laboratory apparatus and equipment and to safely store, handle, prepare and dispose of chemicals used in a school science program.

1. **Supports productive working relationships**

Ability to demonstrate specialist equipment usage to teachers and students during science practical lessons and fieldwork, and instruction of students within departmental guidelines.

1. **Displays personal drive and integrity**

Promotes and adopts a positive and balanced approach to work with demonstrated skills in the use of scientific computer software packages.

1. **Communicates with influence**

Communicates messages clearly and concisely with a demonstrated ability to apply workplace health and safety standards in the school science environment and programs, in relation to laboratory and chemical use, application and secure storage of chemical, biological and LP gas materials.

## Additional information

* Job specific training will be organised or provided by the school covering chemical handling storage disposal and bio-hazard management. Such training is a mandated Workplace Health and Safety requirement of the school.
* The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
* Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
* A criminal history check will be initiated on the successful applicant.
* A serious discipline history check may be initiated on the successful applicant.
* A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
* If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
* You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
* Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
* You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
* Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department’s *Standard of Practice* and agree to align their professional conduct to these obligations.
* All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources).  Staff must undertake these tasks in accordance with the department’s information management policies and procedures (for example recordkeeping, privacy, security and email usage).
* You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
* All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
* Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/)