

Role Description

Science Operations Officer (Generic)

Job Ad Reference	
Job Evaluation No.	16569
TRIM No.	16/353674
Work Unit	State High School or other education institution Various Regions State Schools Division
Location	Various locations throughout the State
Classification	OO2/003 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week
Job Type	Temporary Temporary period until 14 December 2018 unless otherwise determined
Salary Range	\$46428.00 per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	Michelle Imhoff
Contact Telephone	07 3810 9333
Closing Date	COB 13 July 2018

Your employer

The Department of Education and Training (DET) 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 and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. 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.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, 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 Community Engagement Division is responsible for the strategic management and implementation of early childhood 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 services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

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.dete.qld.gov.au

Your opportunity

As the Science Operations Officer you will:

- Contribute to the effective and efficient management of the school science department by providing administration and technical support to the respective Head of Department, teachers and laboratory staff of the school science department.
- Work independently within general directions and instructions, performing responsible tasks associated with the efficient operation 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

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Liaise with organisations, industries and other schools for the purpose of acquiring/sharing equipment.
- Liaise with science teaching staff on their needs for practical work, advising on the technical components of the curriculum and maintain a system recording allocation and usage of materials and equipment, setting a priority system where necessary.
- Assist science teaching staff and senior laboratory staff with demonstrations, instruction of students on use/care of equipment during science experiments and field trips and the application of safety measures.
- Maintain a safe chemical/laboratory waste storage/handling/preparation/disposal system in accordance with departmental guidelines, including labelling, secure storage, control of equipment and apparatus and Standard Operating Procedures (SOPs).
- Prepare, distribute and set up samples/demonstrations, class sets of equipment and associated scientific materials for practical classroom use.
- Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use and manufacture simple glassware/general equipment for laboratory use.
- Maintain scientific teaching resources, classrooms, storerooms, preparation rooms and laboratories in a clean, safe, orderly and secure manner.
- Collect off campus scientific materials, science resources and field samples and collect and care for flora and fauna within the science department, in accordance with current handling and prevention of cruelty regulations.
- Develop maintenance procedures, carry out simple maintenance of science equipment and materials, report damages to equipment and arrange repairs.
- Maintain accurate records of inventory, purchases/incoming orders, arrange collection and/or receipting, unpacking, checking invoices and storage of stock, a chemical stock register and monitor chemicals and ensure provision of current Material Data Sheets.
- Acquire relevant catalogues and price lists, obtain quotes and prepare orders for equipment, chemicals and services.
- Collect and/or receive deliveries of stock, unpack, check invoices, store appropriately.

- Undertake general administrative activities, data entry, word processing and other general duties as requested by the Principal or the science department.
- Assist with:
 - field trip preparations that may include arranging bookings, preparing appropriate materials
 - record keeping, stocktaking of equipment/materials within the science department and the recording of measurements
 - databases and asset register maintenance - annual stock take, hazardous substances register, dangerous goods register, dissection register, or any other relevant registers as required by legislation
 - preparing the science budget and maintaining a petty cash system in accordance with departmental guidelines.

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

Knowledge of and ability to undertake the assembling, cleaning and storing of laboratory apparatus and equipment; and adhere to the basic practices and procedures for the safe storage, handling, preparation and disposal of chemical, biological and LP gas materials used in a school science program.

2. Achieves results

Knowledge of and ability to competently use scientific oriented software applications, and to also apply workplace health and safety standards, especially in the use and storage of chemical, biological and LP gas materials as used in a school science department.

3. Supports productive working relationships

Ability to operate as an effective member of the team, by supporting team members in achieving desired outcomes.

4. Displays personal drive and integrity

Ability to work both with direct and limited supervision in a school science laboratory/department and within guidelines provided by the supervisor.

5. Communicates with influence

Ability to assist teachers during science practical lessons, including field trip preparations and participation when required, and assist students within departmental guidelines.

Additional information

- Science Operations Officer OO2 appointees may be eligible to progress to the level OO3 if they have recognised prior learning or possess a Certificate III qualification relevant to the tasks outlined, from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education and Training or delegate is acceptable, as referenced in the relevant State Government Entities Certified Agreement 2015.
- 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/
- 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
- Additional information is available online at: www.smartjobs.qld.gov.au