Role Description

Science Operations Officer (Generic)

Job Ad Reference 12130
Job Evaluation No. 12130
TRIM No. 12/74518

Work Unit State High School or other education institution
Education Queensland

Location Various locations throughout the State

Classification OO2/OO3 (Progressional) Qld Public Service Award 2012

36 ¼ hour week

Job Type Permanent / Temporary / Full-time / Part-time per annum

Salary Range

Plus superannuation contributions of up to 12.75% of your annual salary.

Contact Officer

Contact Telephone

Closing Date

Your employer

The Department of Education, Training and Employment (DETE) 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. DETE is a diverse organisation with the largest workforce in the state. We provide services through three broad service delivery areas:

- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.

- Training and Employment Division works to meet the current and future needs of industry through building a world class training and skill system to enhance the skills of Queenslanders and optimise employment opportunities through the management of TAFE Institutes, regulation of the state’s apprenticeship and traineeship system, strategic investment in training and skills, and building international partnerships and markets. The division also provides whole of government leadership on employment, labour market and migration issues to help drive a strong and healthy labour market.

- Policy and Programs Division leads early childhood development, and education, tertiary education and training and Indigenous policy, regulates the provision of childcare services and Home Education, supports the Australian Music Examinations Board and the Non-State School Accreditation Board, and provides grants to childcare service providers and non-state schooling sectors.

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, and perform responsible tasks associated with the efficient operation of the school science department.

Science Operations Officers are specifically engaged for duties within the science department of the school and report to the respective Head of Department but are ultimately responsible to the school principal. Where a school has a science operations officer (OO4) position the officer will report to that position.

Science Operations Officers remunerated at the OO3 may have involvement with training and directing the work of volunteers.

Your role
You will have responsibility for leading the following activities and delivery of the following key tasks:

- Liaise with organisations, industries and other schools for the purpose of acquiring/sharing equipment, etc.

- 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 as required.

- 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, alcohol 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 attributes:

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**

- 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 successful applicant will be appointed to OO2 with eligibility for progression to level OO3 after 12 months service at the OO3 (4) level if they possess a Certificate III qualification relevant to the tasks outlined (the qualification must be obtained prior to the date of advancement), from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education, Training and Employment or delegate is acceptable, as referenced in s6.6.6 - Appendix 7, *State Governments Certified Agreement 2009*.

- Access to OO4 level positions will require recognised prior learning or a Certificate IV or equivalent from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education, Training and Employment or delegate is acceptable after 12 months service at the OO3 (4) level. Progression to OO4 level will require a vacancy and appointment on merit.

- The *Commission for Children and Young People and Child Guardian Act 2000* 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 this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au/) or on the Commission’s website 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 Commission for Children and Young People and Child Guardian.

• A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.

• A criminal history check may be initiated on the successful applicant by the Queensland Police Service.

• A discipline history check may be initiated on the successful applicant.

• 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 and embrace diversity and a balance between work and life commitments.

• DETE 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 on the CLF, visit www.psc.qld.gov.au

• Additional information is available online at: www.smartjobs.qld.gov.au