

FORM 5.5.05A

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Laboratory Technician

Position Number: VCV018

School: Emalus Campus

Discipline: -

Location: Science Laboratories

Category: Administrative and Support Staff

Grade:

Current Incumbent:

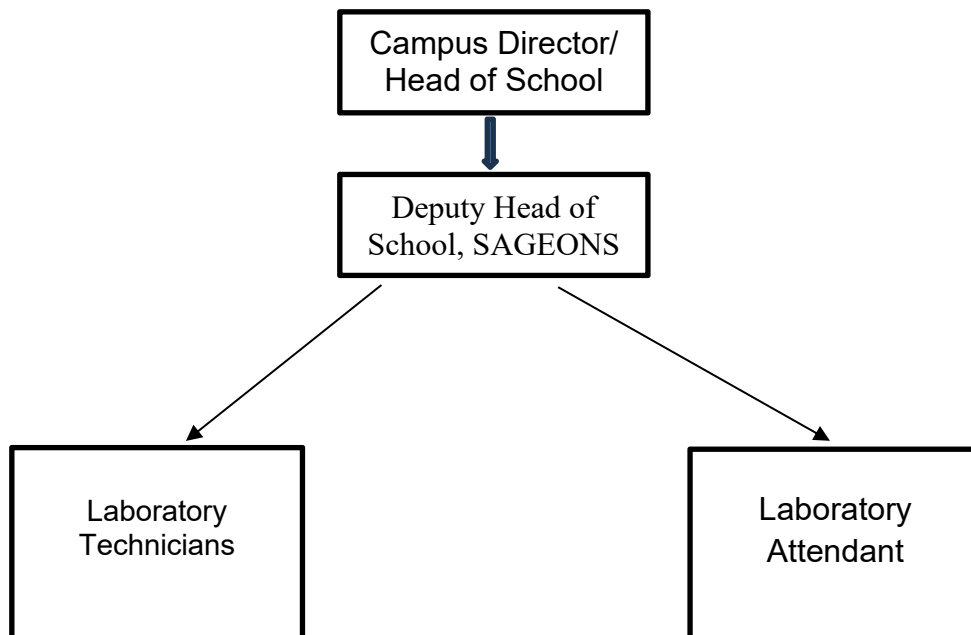
Date of substantive appointment: NA

Reports To: Campus Director

Supervised by: DHoS, SAGEONS

ORGANIZATION CONTEXT

Insert organization:



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PURPOSE

To provide technical, emergency and OHS support for students and academic staff in the undergraduate and PTAFE laboratories of Emalus Campus.

NATURE AND SCOPE

The appointee will retrieve, prepare and lay out experimental apparatus, instrumentation and consumables required for laboratory experiments, and be available to attend to any technical issues that may arise during class. He or she may be required to work beyond normal working hours if there is the need. The appointee is expected to have a good working knowledge of equipment and instruments used in the discipline's teaching laboratories and must be able to carry out effective maintenance and repairs whenever necessary. Familiarity with, or at least a good appreciation of typical emergency evacuation procedures and contemporary OHS practices is expected. He or she will provide support for academic staff on technical matters in accordance with established protocols, and will assist the senior technician in the efficient and safe operation of the laboratories.

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POSITION DIMENSIONS

This position involves the daily servicing of all teaching laboratories.

Staff Responsible for:

Directly: NA

Indirectly: NA

Limits of Authority:

Financial - None

Internal and External Contacts:

Internal – NA.

External – NA

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

<p>External</p> <ul style="list-style-type: none"> Suppliers and service providers 	<p>Purpose of contact</p> <ul style="list-style-type: none"> Request for quotes and specifications for goods and services to be provided.
<p>Internal</p> <ul style="list-style-type: none"> technical staff (peers), DHoS, (supervisor), Campus Director, HoS (SAGEONS/STEMP), academic staff, external contractors, students. 	<p>Purpose of contact</p> <ul style="list-style-type: none"> To ensure that assigned duties and tasks are properly carried out. To ensure that specific requests for technical assistance is addressed in a timely manner To advise students on the safe and proper use of laboratory apparatus

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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 –6.in total Key tasks: 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Housekeeping for Laboratories Ensure that all labs are kept in safe and clean condition.	Labs neat and tidy when not in use
2. Stores To ensure proper storage of chemicals, consumables and equipment in designated areas within the laboratories and the physics main equipment stores	Stored items are neatly and properly stored in correct locations
3. Laboratory Consumables Monitor the use of consumables	Adequate stocks of laboratory consumables are maintained minimising disruptions to laboratory activities
4. Laboratory Equipment Maintain inventory for laboratory equipment and instruments, and conduct regular checks on operational status of these as a preventative maintenance practice	Equipment downtime is minimised

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TERMS & CONDITIONS

Salary:

Length of Contract: three (3) years

Gratuity and Allowances: NA

Other Benefits: NA

POSITION SPECIFICATION

Minimum Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
It is essential that the appointee have at least Diploma in Laboratory Technology or Bachelor's in Science or equivalent.	Advanced Diploma in Laboratory Technology.

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
At least one year of relevant experience working in a teaching laboratory, with knowledge of OHS and emergency evacuation procedures.	A good working knowledge in the use and associated risks with the use of high-end equipment and the management of hazardous chemicals and material.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Equipment maintenance and repair
<i>Advanced level</i>	Computer and IT skills
<i>Working level</i>	Email and telephone (communication) etiquette
<i>Awareness level</i>	

APPROVAL

Supervisor name: Dr Krishna Kumar Kotra

Supervisor's Signature: *K. Krish Kumar*

Date: 27/03/2026

Staff Name:

Staff ID:

Staff Signature:

Date