



Title	Lab Technician
Department	Teaching & Learning
Reporting	Head of Learning Area (Science). All Staff are responsible to the Principal and Rector
Location	Senior School, Kew

POSITION DESCRIPTION

Our Intent:

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position:

We are seeking experienced laboratory staff. We are looking for a team member who has:

- Strong understanding of OHS and safety procedures in science lab and classroom environments.
- Experienced with practicals required for VCE Chemistry and/or Biology.
- Excellent time management, organisational skills, and ability to multi-task
- Well-organised, patient, enthusiastic, and relationship-oriented
- A collaborative team player with a conscientious approach to work
- Relevant qualifications in Laboratory Technology:
- Degree or Advanced Diploma with at least 1 year of experience, or
- Diploma or Certificate IV with at least 2 years of experience

If this sounds like you, we encourage you to apply to join the team at Xavier where we aim to create a supportive culture and learning environment that fosters both academic achievement and personal growth for our students.

Core Duties and Responsibilities:

- Coordinate and prioritise the duties and activities of the laboratories to support classroom learning across areas of Junior Science, and specialised courses in Chemistry, Biology, Physics and Environmental Science.
- Prepare stock solutions, culture media, biological stains etc.
- Order and purchase materials and equipment in consultation with the Head of Science.
- To facilitate the training, in conjunction with teaching staff, all practical activities before implementation.
- To facilitate the implementation of the safe handling, storage and disposal of hazardous substances and dangerous goods in accordance with relevant regulations and legislation.
- Maintain centralised administrative records such as Practical Request Spreadsheets, MSDS, and equipment and chemical inventories.
- Monitor and take full care of personal health and safety and that of others within the area of responsibility.

Compliance Requirements:

- Relevant post-secondary qualifications and laboratory experience.
- Working knowledge of current OH&S legislation.
- The ability to work independently and within a team environment.
- Excellent administration and communication skills, use of systems and operational processes for booking practicals and tools for calendar organisation.
- Hold a current and valid Working With Children Check and be willing to obtain a Police Check.
- A First Aid certificate would be advantageous but not essential as training can be provided.

Terms and Conditions:

Reporting Line: Head of Learning Area (Science)

All staff are responsible to the Principal and Rector

Tenure: As per contract

Location: Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

Positions at Xavier College

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Positions at Xavier College

Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.

At Xavier, we have identified 7 traits:

- **Through Christ and Ignatius**
Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.
- **Aspire high and dig deep**
Leading high standards and aspirational for the magis, self and team
- **Lead for person, team and mission**
Distributive in leadership and respectful custodian of the tension between 'cura personalis' and 'cura apostolica'
- **Host conversations with candour**
Collaborative and collegial, ensuring candour in quality conversations
- **Swim well in your lane and be adept at understanding your ripples**
Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others
- **Attend to process, solutions and outcomes**
Attentive to process, solutions and outcomes
- **Pursue the possible**
Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible