

POSITION DESCRIPTION

Position Details

Position Title:	Laboratory Technician
Reporting To:	Team Leader Stream, STEM Foundation Studies
Unit / Group:	Foundation Studies
Direct Reports:	None
Salary Classification:	D2
Date:	November 2025
Location:	City Campus

Position Summary

The Laboratory Technician is responsible for maintaining and demonstrating the operation of laboratory equipment and instruments, preparing practical elements of laboratory classes and providing technical support to staff and students.

The Laboratory Technician will be expected to maintain the laboratory and supporting facilities appropriately to ensure the safety and wellbeing of staff and students.

The position requires a person with the expertise to provide appropriate materials and chemicals handling associated with all the Foundation Studies Science courses (STEM) (Physics, Chemistry, Biology, Psychology).

Position Responsibilities and Accountabilities

- Manage and maintain the Foundation Studies Science laboratories and supporting facilities according to Health and Safety and Quality Assurance requirements.
- Conduct laboratory inductions for new students at the beginning of each semester; and new STEM teachers and staff upon joining the organisation or when significant change occurs, to ensure quality controls and safety protocols are understood and adhered to.
- Ensure staff and students working in the laboratories comply with OH&S Legislation, University and School Safety Policy.
- Ensure equipment and operating procedures comply with relevant guidelines, legislation and policies. With approval acquire and commission new laboratory equipment, instruments and physical resources.
- Maintain appropriate storage, handling and/or disposal of dangerous or toxic substances in accordance with regulations.
- Maintain currency of knowledge related to Occupational Health and Safety requirements within the Science Laboratory.
- Develop and maintain processes and documentation for the teaching

laboratories. These include (but are not limited to):

- Track and maintain Risk Assessments of class practical activities utilising Risk Assess
- Equipment registers
- Chemical inventory and registers utilising ChemAlert
- SDS management
- Disposal of waste and hazardous goods
- Act as ChemAlert approver and subject matter expert for Foundation Studies (STEM).
- Ensure the timely, well organised and professional setting up and delivery of the technical aspects of laboratory classes; and assist academic staff in the demonstration of equipment and specialised techniques. This includes (but is not limited to):
 - Sourcing and collecting perishables for laboratory classes
 - Use of technology (cameras, touch screens and tv screens)
 - Preparation, set up and clean up for practical classes.
 - Prepare and manage chemical solutions and hazardous goods.
- Demonstrate the use of laboratory equipment, teaching aids, and technology to staff and students.
- Liaise with teachers, team leaders and students to ensure smooth and efficient laboratory operations.
- In conjunction with Team Leaders contribute to the development of practical timetables for each semester
- Support teachers in becoming familiar with the use of specialised equipment required for practicals.
- Provide a high level of technical and scientific competence in the development and testing of practical exercises for laboratory classes and projects.
- Purchase consumables and equipment; ensure that chemicals and equipment are readily available for laboratory classes. Track expenses for the laboratories.
- Maintain equipment and instruments in the assigned laboratories. Organise for the repair and routine servicing of equipment and instruments, including the laundering/dry cleaning and maintenance of lab coats.
- Support laboratory operations by performing routine equipment tests (shower safety).
- Assist with Science Week and STEM show cases, as required.
- Maintain currency of skills and knowledge as a lab technician through continuous professional learning.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT University Pathways' policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in professional development opportunities

- Undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.
<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

Qualifications, Knowledge, Skills & Attributes

- Completion of a degree in a STEM based area, preferably within an Applied Science (laboratory technology, Biology, Chemistry, or related).
- Experience in providing technical laboratory support to science teachers and/or experience in laboratory support for Foundation Studies Biology, Chemistry and Physics classes.
- Demonstrated ability to support teaching staff in practical science classes.
- Excellent interpersonal, communication and organisational skills and an ability to take responsibility and show initiative.
- Be able to perform tasks that require proficiency in workplace rules, regulations, processes, and techniques.
- Proven ability to prioritise tasks, to meet deadlines, to work autonomously and to manage complex tasks.
- Demonstrated commitment to providing a high standard of customer service and to work cooperatively and productively as a team member to achieve organisational objectives.
- Working with Children Check.
- First Aid qualified

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation

in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____