



Iona College Geelong

Role Description

Lab Technician

OVERVIEW

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 to and Year 9 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The College vision incorporates the aspirational statement, **'Learning to Change the World'** as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

The Iona College community is committed to the safety, wellbeing and protection of all children in our care.

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| Position: | Lab Technician |
| Remuneration Scale: | Category B |
| Full Time Equivalent: | 2023 starting FTE is 0.6 FTE will increase as the program develops and could move to a full-time position in 3 years. A review of FTE will occur annually |
| Reports to: | Foundation Principal, Science Teachers |
| Position Summary The Lab Technician provides vital support to staff and students in the Science area. This is a complex department that requires significant and specialised support to ensure Science classes are delivered efficiently and safely. | |

Statement of Duties

- Stock laboratories with equipment, chemicals and materials in a logical manner for efficient access and use for laboratory practicals
- Prepare solutions, stains, media and other materials as required for use in science practicals.
- Order and maintain stocks of equipment, chemicals and other materials as required
- Maintain a safe chemical storage/handling/disposal system and associated documentation in accordance with best practice and current regulations
- Maintain a Dangerous Goods and Hazardous Substance register
- Maintain an SDS register for chemicals located in the science department
- Develop and maintain Risk Assessments for procedures carried out by the science laboratory technician(s).
- Maintain an inventory of science department equipment and the location of this equipment within the science area.
- Maintain records of orders and payments of science laboratory materials and equipment including the follow up of outstanding orders and credits with suppliers.
- Maintain, service and clean laboratory apparatus and equipment.
- Liaise with maintenance staff where required
- Report all maintenance issues in a timely manner by the correct procedure
- Develop maintenance rosters for specialised laboratory equipment as appropriate
- Maintain and repair Science equipment.
- Make available all equipment in the Science area that must be tag tested annually.
- Use best practice and procedures for the handling, transport and use of chemicals and equipment
- Allocate materials and equipment for classes effectively and efficiently.
- Assist as required with the setting up of specialist equipment in the classroom
- Liaise regularly with teaching staff in relation to their laboratory classroom needs including attending Science Department meetings where possible.
- Assist in the induction of new staff to the Science department.
- Advise teaching staff on the technical components of practicals and related equipment.
- Provide assistance during demonstrations when available.
- Liaise with suppliers and scientific bodies for professional advice (where required)
- Contribute to adherence to Safe Operating Practice with the prep area by technician(s)
- Report any OHS concerns as they arise including hazards, accidents and incidents using Iona College procedures
- Conduct leading and trailing experiments for practicals where necessary.
- The Lab Technician will, at times, be required to undertake other duties related to the role as directed by the Principal
- Ability to use Risk Assess program and review, approve and prepare science practical tasks booked by Science teaching staff.

Personal Attributes

- Support of the Vision and Mission of Iona College Geelong as a Catholic College.
- Loyalty, trustworthiness, dependability and reliability.
- Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations.
- Compassion, objectivity and clarity when handling difficult situations.
- High-level collaboration skills and accepting accountability when making decisions.

- Ability to seek support and clarification including when handling sensitive situations and information.
- Enthusiasm about working with young people in an educational setting.
- Openness to learning in all situations.
- Ability to adapt skills over time.
- Engage in ongoing relevant Professional Development.
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information.
- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support.
- the appropriate referrals to the offices of the Principal, the Business Manager, Administration staff, members of the Leadership Team or other teaching or non-teaching staff.

Skills & Capabilities

- Show the capacity to provide leadership that is characterised by a desire for continuous improvement.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College.
- The capacity to multi-task and pay close attention to detail in a timely and responsive manner.
- The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary.
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others.
- Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows.
- Have the ability to work effectively as a team member.
- Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College.
- Demonstrate a commitment to ongoing Professional Learning.
- Exemplary service focus demonstrating:
 - excellent communication, verbal and listening skills
 - the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- Knowledge and ability to use Microsoft applications
- Ability to work autonomously
- The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College
- Possess good time management, organisational and problem-solving skills.

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| Background & Qualifications | Experience as a Lab Technician in an educational setting is preferred but not essential. |
| Other Requirements | Valid Working with Children Card. Current First Aid Certificate |
| Contract and Conditions | Contract: Ongoing after 1-month probation Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018 |
| AUTHORISED BY: DAMIAN MCKEW – PRINCIPAL | |
| DATE: AUGUST 2022 | |