

## Iona College Geelong

### Lab Technician- Role Description

<b>REMUNERATION SCALE:</b>	Level 3 Category B Education Support
<b>FULL TIME EQUIVALENT:</b>	Part time 0.6 FTE and ongoing
<b>REPORTS TO:</b>	Business Manager and Science Teachers

STATEMENT OF DUTIES	
<b>Position Overview</b>	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.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Stock laboratories with equipment, chemicals and materials in a logical manner for efficient access and use for laboratory practicals</li> <li>• Prepare solutions, stains, media and other materials as required for use in science practicals.</li> <li>• Order and maintain stocks of equipment, chemicals and other materials as required</li> <li>• Maintain a safe chemical storage/handling/disposal system and associated documentation in accordance with best practice and current regulations</li> <li>• Maintain a Dangerous Goods and Hazardous Substance register</li> <li>• Maintain an SDS register for chemicals located in the science department</li> <li>• Develop and maintain Risk Assessments for procedures carried out by the science laboratory technician(s).</li> <li>• Maintain an inventory of science department equipment and the location of this equipment within the science area.</li> <li>• Maintain records of orders and payments of science laboratory materials and equipment including the follow up of outstanding orders and credits with suppliers.</li> <li>• Maintain, service and clean laboratory apparatus and equipment.</li> <li>• Liaise with maintenance staff where required</li> <li>• Report all maintenance issues in a timely manner by the correct procedure</li> <li>• Develop maintenance rosters for specialised laboratory equipment as appropriate</li> <li>• Maintain and repair Science equipment.</li> <li>• Make available all equipment in the Science area that must be tag tested annually.</li> <li>• Use best practice and procedures for the handling, transport and use of chemicals and equipment</li> <li>• Allocate materials and equipment for classes effectively and efficiently.</li> </ul>



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- 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.

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<b>Skills &amp; Capabilities</b>	<ul style="list-style-type: none"> <li>• Show the capacity to provide leadership that is characterised by a desire for continuous improvement.</li> <li>• 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.</li> <li>• The capacity to multi-task and pay close attention to detail in a timely and responsive manner.</li> <li>• The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary.</li> <li>• Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others.</li> <li>• 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.</li> <li>• Have the ability to work effectively as a team member.</li> <li>• Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College.</li> <li>• Demonstrate a commitment to ongoing Professional Learning.</li> <li>• Exemplary service focus demonstrating: <ul style="list-style-type: none"> <li>• excellent communication, verbal and listening skills</li> <li>• the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary</li> </ul> </li> <li>• Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact</li> <li>• Knowledge and ability to use Microsoft applications</li> <li>• Ability to work autonomously</li> <li>• 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</li> <li>• Possess good time management, organisational and problem-solving skills.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attend all relevant staff meetings.</li> <li>• Attend whole school events as directed by the Principal.</li> <li>• Follow the College financial requirements in relation to ordering goods.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake other duties related to this role as directed by the Business Manager</li> </ul>
<b>Key Relationships</b>	<p>Internally</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principals</li> <li>• Staff</li> <li>• Students</li> </ul>

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	<p>Externally</p> <ul style="list-style-type: none"> <li>• Parents and visitors</li> <li>• MACS</li> <li>• CECV</li> </ul>
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<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College's child safety policies and code of conduct and procedures.</li> <li>• Obtain a valid Working with Children Check.</li> <li>• Obtain a current National Police Record Check.</li> </ul>
<b>Risk and Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with legislated occupational health and safety practices and participate in consultative processes.</li> <li>• Observe safe work practices in accordance with training and instruction given.</li> <li>• Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).</li> <li>• Promote and implement occupational health and safety and risk mitigation processes within the College.</li> </ul>

QUALITIES AND CAPABILITIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• An understanding of the ethos of a Catholic school and its mission.</li> <li>• A commitment to Iona College Vision &amp; Mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• An understanding of child safety, appropriate behaviours when engaging with young people.</li> <li>• A willingness to obtain a Working with Children Check and National Police Record Check.</li> <li>• Be familiar with the legal obligations relating to child safety (mandatory reporting).</li> </ul>

<b>Knowledge and Understandings</b>	<ul style="list-style-type: none"> <li>• A comprehensive understanding of the College's policies and procedures.</li> <li>• The appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information.</li> </ul>
<b>Experience and Qualifications</b>	Experience as a Lab Technician in an educational setting is preferred but not essential.

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<b>Contract &amp; Conditions</b>	<b>Employment:</b> Ongoing part time <b>Commencement Date:</b> 28 January 2025 Entitlements under the Catholic Education Multi Employer Agreement 2022
<b>Authorised by</b>	Damian McKew- Principal
<b>Date</b>	June 2025