

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2011	
Group: Schools		Effective Date of Document 11 September 2014
Directorate: Education Regions		
Branch: Schools		
Section:		

THIS POSITION			
Title:	Technical Officer		
Classification:	Level 2		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title:	Classification:	Position No:	
Various			

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Technical Officer	Level 2	Generic	11 September 2014

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Technical Officer	Level 2	Generic	11 September 2014

ROLE

The Technical Officer:

- liaises with and assists school professional staff to design therapeutic and support/restraint equipment used by staff and students
- constructs, repairs and operates therapeutic and support/restraint equipment
- purchases consumables and materials related to the construction and maintenance of therapeutic and support/restraint equipment
- monitors and maintains the school's plant and machinery, specifically in relation to swimming pools and/or spas to required safety standards
- develops and maintains a maintenance plan and routinely records maintenance activities
- monitors and maintains swimming pool and/or spa water quality, equipment and signage in accordance with Government standards, policies and guidelines
- ensures plant and machinery and related work site areas are kept securely locked, free from hazard and safe from intrusion
- manages the budget relating to plant, machinery, equipment and chemicals as required
- ensures safety equipment such as fire extinguishers, rescue equipment and first aid supplies are appropriate and easily located.

OUTCOMES

1. Optimum assistance, comfort and safety for students and staff is provided through properly constructed and maintained therapeutic and support/restraint equipment.
2. Swimming pools and/or spas comply with health and safety standards, policy and guidelines.
3. Pool safety and rescue equipment, first aid supplies and relevant information for pool users is maintained and readily available in the event of emergencies.
4. Work areas, tools and supplies used in the construction and repair of therapeutic and support/restraint equipment and pool machinery, equipment and chemicals are safely stored and monitored.

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Technical Officer	Level 2	Generic	11 September 2014

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience and competency in plant/machinery maintenance and building or construction involving plastics, electronics or electrical applications or a related discipline.
2. Demonstrated understanding and application of the Occupational Safety and Health Act requirements relevant to the work area.
3. Demonstrated good communication and interpersonal skills and ability to work effectively in a team.
4. Demonstrated organisational skills and ability to work with minimal supervision.

ELIGIBILITY

Employees will be required to:

- hold a relevant qualification in Pool Operations or equivalent experience;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 11 September 2014
TRIM REF # D14/0430737