



Technician

Position Details

Position Number: 50000097

Classification: Level 2. FTE 1.00

Award/Agreement: Allowance and Conditions Award 1989, Public Service and Government Officers General Agreement 2022 or as replaced

Directorate: Training Services GS

Location: Esperance

Reporting Relationships

Responsible to

Regional Campus Manager
Level: 5 | Location: Esperance

This Position:

Technician

Positions under direct supervision:

Nil

Other officer reporting to this position:

Lecturers(various)

Administration and Student Support Officer L2 x4

Aboriginal Education Support Officer L2 x 1

Our Purpose

Building our community today, for tomorrow

South Regional TAFE’s strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our

Our Values

Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

Position Overview

The College employs appropriately skilled and/or qualified Technicians in the mechanical, industrial, chemical and scientific training fields, to best support learning delivery and broader College outcomes. Technicians work as a team and are deployed across the campus to meet business needs.

Position Responsibilities

Technical and Delivery Support

- Liaises with line manager and delivery teams to establish requirements and prioritise material and equipment, in accordance with business need and allocated budget.
- Delivers equipment and materials to various work areas, as required (will be required to use a forklift and/or other specialist equipment)
- Ensures equipment and teaching materials are ready and available for use, set up, dismantled and stored in accordance with College policies, procedures and delivery plans.
- Undertakes routine work area cleaning and general maintenance, in accordance with manufacturer's specifications and College standards.
- Ensures equipment is allocated, tracked and stored, to minimise loss and damage.
- Undertakes electrical equipment tagging, testing and auditing.
- Undertake cleaning and maintenance of hospital equipment, not limited to but including beds, wheelchairs and furniture.

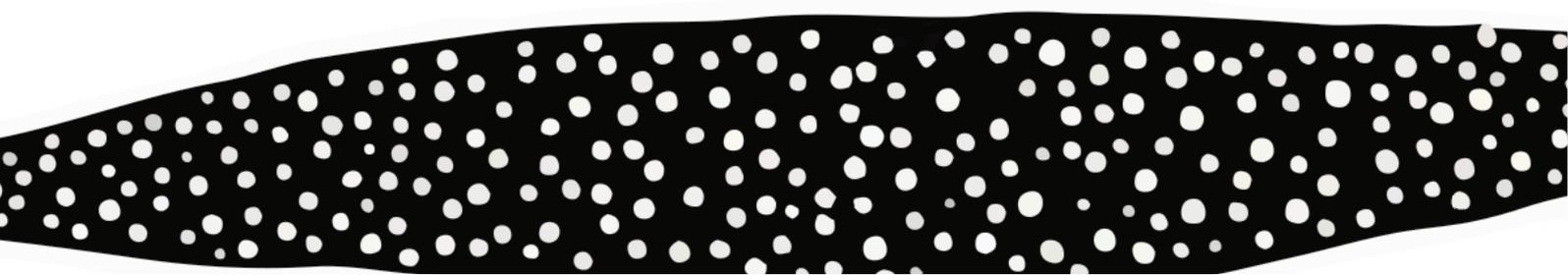
WHS, Planning and Administration

- Works closely and cooperatively with line manager, technicians, delivery teams and staff, to ensure work areas, facilities, services and equipment are correctly identified, labelled, maintained, cleaned, serviced, stored and replaced, in accordance with the College's WHS requirements and manufacturer's specifications.
- Supports delivery outcomes by undertaking WHS observation duties during student practicals and workshop demonstrations.
- Undertakes WHS compliance reporting, safety audits and checks in accordance with schedule.
- Prepares reports, submissions and recommendations, including obtaining quotations for asset and stock procurement as required;
- Communicates effectively and works professionally and cooperatively with internal and external stakeholders;
- Contributes to the college's continuous improvement initiatives that support college goals; and
- Supports the broader College team and initiatives as and when required

Other Duties

- Perform other duties as required and may be required to work from any College campus

The occupant of this position will be required to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards, and the Staff Code of Conduct.



Selection Criteria

Essential

1. Appropriate skills, abilities and experience, and/or relevant education/trade qualification or trade certificate suited to the position.
 2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
 3. Well-developed computer skills, including a working knowledge of databases, record management systems, spreadsheets and word processing.
 4. Physical ability to effectively carry out the duties of the position, including lifting of equipment unaided.
 5. Knowledge and experience in the application of Workplace Health and Safety principles.
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Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
 2. Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
 3. This position will be required to assist and support College initiatives and events such as enrolment days and open days.
 4. The College has a reduced activity period during Christmas/New Year.
 5. Will be required to travel to and work from other locations including all SRTAFE Campuses.
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Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

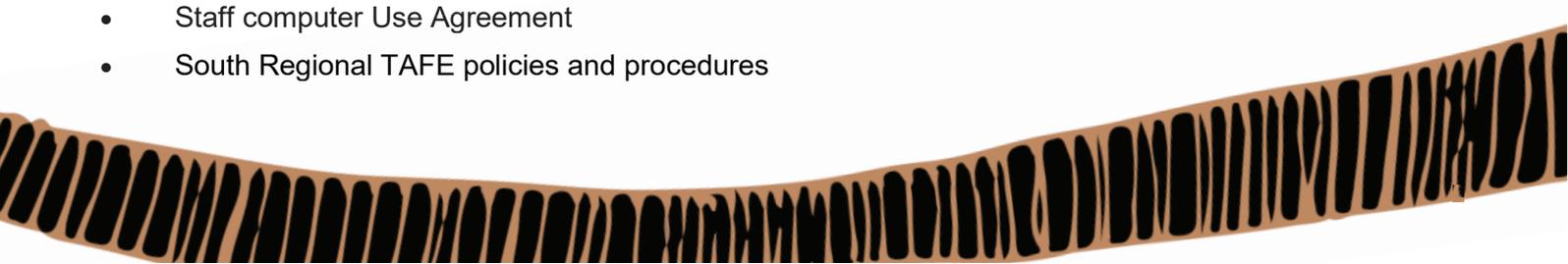
All new staff being appointed to South Regional TAFE are required to provide a Nationally Coordinated Criminal History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training.

Working With Children Check (WWC):

All new staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
 - Vocational Education and Training Act (1996)
 - Public Sector Code of Ethics
 - South Regional TAFE's Code of Conduct
 - Equal Opportunity Act (1984)
 - Occupational Safety and Health Act (2020)
 - Staff computer Use Agreement
 - South Regional TAFE policies and procedures
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Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

| Business Unit Manager | Director |
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