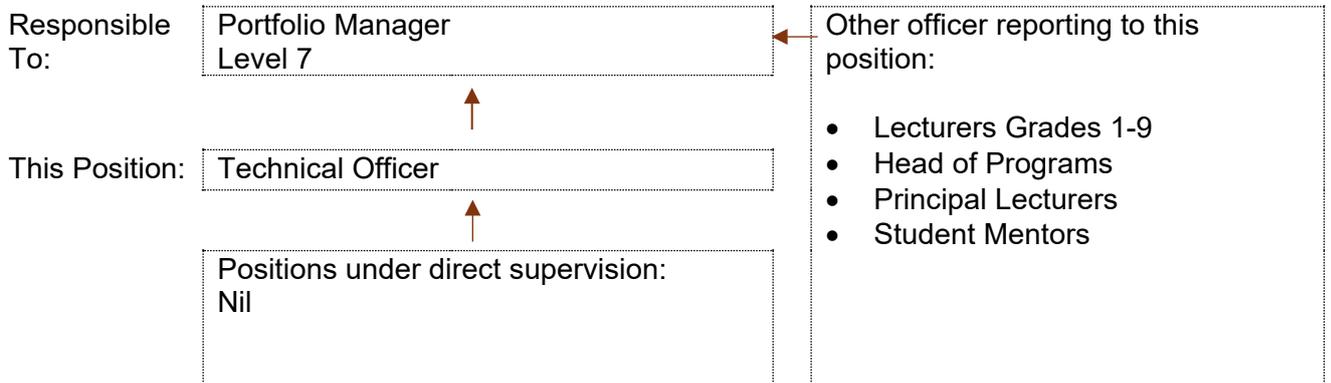


Technical Officer

Position Details

Position Number: 30000809
 Classification: Level 3
 Award/Agreement: Public Service CSA Agreement 2024 or as replaced
 Directorate: Environment Commerce & Human Services
 Location: Kununurra

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high-performance culture that places the needs of the students and the public at the centre of all that we do.



Position Overview

This role is responsible for the design, manufacture, and maintenance of specialised classroom and training facilities that support education and training delivery across the training services portfolios relevant to the campus. This may include environments that contain technical equipment, machinery, digital systems, or other specialised resources required for practical or applied learning. Examples could include laboratories, simulation spaces, or workshops aligned to the needs of the campus.

Position Responsibilities Technical Office (Education and Training)

- Work collaboratively with lecturing staff to provide technical input into the design and development of training aids.
- Construct, assemble, or arrange the manufacture of training aids in accordance with approved plans.
- Modify existing training aids to support revised or additional learning outcomes.
- Develop maintenance schedules and maintain training services equipment in line with lecturing staff requirements.
- Prepare for and conduct testing of trades equipment to ensure safety and functionality.
- Maintain accurate and current records for all portable trades' equipment.
- Schedule and initiate maintenance for specialised equipment and maintain up-to-date documentation.
- Prepare an overarching maintenance program for teaching aids and equipment in consultation with lecturing staff and Portfolio Managers.
- Undertake or arrange repairs for teaching aids and trades equipment as required.
- Set up training areas for specific delivery needs in accordance with program requirements.
- Ensure all equipment and training aids are stored safely and securely.
- Prepare requests and approve equipment and material purchases within delegated authority.
- Acting as the Asset and Equipment Officer for the designated work area.
- Set up practical learning activities and required materials in alignment with the daily training schedule provided by Portfolio Managers.
- Perform other duties as directed, including relief duties within the employee's skills and capabilities.
- Maintain, refuel, lubricate, and oversee the regular servicing of machinery and equipment.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Behaviour Expectations

We believe all our people are leaders. We have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours of all our employees and the public sector. The expected behaviours for this position (see below) should be demonstrated in the context of Personal Leadership].

Expected behaviours	Descriptors
Lead collectively	<ul style="list-style-type: none">• Seek and build key relationships, work together and focus on the greater good.

Think through complexity	<ul style="list-style-type: none"> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	<ul style="list-style-type: none"> Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	<ul style="list-style-type: none"> Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	<ul style="list-style-type: none"> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	<ul style="list-style-type: none"> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	<ul style="list-style-type: none"> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Selection Criteria

Essential

- Extensive experience and technical expertise in supporting technical operations across multiple disciplines, including trade and non-trade fields, preferably within a learning environment
- Proven ability to plan, organise, and schedule operational activities effectively.
- Demonstrated experience creating, assembling, or modifying mechanical or electrical equipment, using a range of materials, to support training and practical learning activities.
- Well, developed communication and interpersonal skills, with the ability to work collaboratively within a team as well as independently.
- Demonstrated capability to impart practical skills to students under supervision.
- Sound understanding of Occupational Safety and Health principles and Equal Opportunity requirements within the workplace.
- Proficiency in using digital systems and software relevant to equipment maintenance, asset management, and operational record-keeping.
- Strong problem-solving skills with the ability to identify issues, recommend solutions, and exercise initiative within delegated authority.

Other Requirements

- Possession of, or the ability to obtain, the required licences to operate machinery such as a Bobcat and Forklift.
- Ability to safely perform the physical requirements of the role, including lifting, moving equipment, and setting up workshop or training spaces.

Appointment Factors

Location: NR TAFE Campus Kununurra

Accommodation: As per NR TAFE Policy subject to eligibility and availability.

Allowances: As per Award.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Working With Children Check (WWC):

All new staff appointed to NR 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.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

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
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Executive Director	
Name:	Michelle Schulter	Name:	Darren Channell
Signature		Signature	
Date:		Date:	10/2/26