

JOB DESCRIPTION

Marine Environment Technology Technical Assistant

Level:	Level 1
Position Number:	40000159
Location:	BCMI (Geraldton)
FTE:	0.8
Division:	Training Profile Operations
Branch:	Marine Environment & Technology
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

Provides assistance with the care and maintenance of aquaculture stock, vessels, greenhouses, plants, systems and all equipment at the Batavia Coast Maritime Institute (BCMI). Assists lecturing staff as well as research and development activities.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Operations Manager Aquaculture Maritime	BCMI	Level 5
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Aquaculture & Environmental Technician	BCMI	Level 2
Aquaculture & Maritime Technician	BCMI	Level 2
Science & Environmental Technician	BCMI	Level 2
Animal Care Technician	Geraldton	Level 2
Art & Design Technical Assistant	Geraldton	Level 1
Marine Environmental Technology Technical Assistant	BCMI	Level 1

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

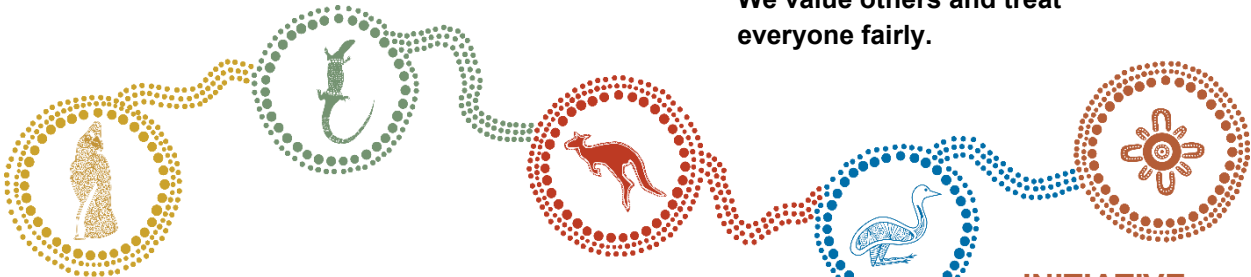
OUR VALUES

INTEGRITY

We act with honesty and accountability.

RESPECT

We value others and treat everyone fairly.



COLLABORATION

We work together to achieve shared goals.

INNOVATION

We embrace change and find better ways to work.

INITIATIVE

We take action and create positive change.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Issues material and equipment for classes.
- Operates and sets up specialist equipment in the study areas.
- Manufactures teaching aids.
- Assists with the display of promotional material.
- Supports boating activities and trips.
- Supports field trips.
- Monitors and maintains aquaculture research and hatchery systems, including live aquatic animal holding tanks.
- Designs, develops and constructs equipment for use in the hatchery, laboratories, greenhouses and lecturer demonstrations.
- Researched, developed and implements new processes and methodologies.
- Monitors and maintains BCMI Conservation and Land Management and Horticulture equipment, greenhouses and plants.
- Calibrates and maintains accuracy of laboratory and workshop equipment.
- Investigates faults and repairs equipment.
- Obtains quotes, orders, receives consumables and equipment.
- Organised storage of materials and consumables within the study area.
- Maintains equipment, consumable stock and records.
- Coordinates routine hatchery, greenhouse, laboratory, workshop activities.
- Communicates with staff on relevant matters.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Experience working in an aquaculture or aquatic science environment including maintaining livestock and equipment.
- Experience working in a natural resource management or horticulture environment including maintaining plants and greenhouses.
- Good organisational skills and attention to detail.
- Sounds teamwork and interpersonal skills.

DESIRABLE:

- Good computer literacy skills.
- Commercial or recreational boating experience.
- Current Coxswain Certificate or ability to obtain.
- Current Scuba qualification or ability to obtain.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Karen Watts
Executive Director Training Strategy & Development

11 May 2026

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Executive Leader for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.