Job Description
Technician Fashion and Design
Level 2

Position Number:	20000479	**FTE:**	1.0
Division	Maritime, Aerospace and Creative Industries	**Agreement/ Award:**	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
Branch:	Creative Industries and Lifestyle		
Location:	Bentley		

Reporting Relationships
Portfolio Manager, Level 7

Other officers reporting to the above office:
Various Lecturers

This Office – officers under direct responsibility
Nil

Key Role Statement

In this position you are responsible for the preparation and maintenance of materials and equipment for use in the Creative Industries portfolio. The role coordinates sales to internal and external clients and is responsible for maintaining inventory and records of the Fashion and Textiles Retail Shop.

Key Responsibilities

- Responsible for the preparation and maintenance of materials and equipment for use in the Creative Industries portfolio.
- Assists lecturers in practical learning activities preparation (including textiles).
- Assists lecturers in preparation of resources for learning activities.
- Maintains equipment used for classes and assists staff with machinery minor maintenance
- Experience in producing sample garments/patterns to industry standards.
- Co-ordinates with lecturing staff and makes decisions on class consumables that align with syllabus requirements in conjunction with Fashion Technician.
- Initiates new opportunities for fee for service and product sales activities with the Fashion and Textiles Retail Shop.
- Maintains correct storage of consumables and takes regular inventories of stock to ascertain correct amount of stock on hand.
- Responsible for correct quality and quantity of goods ordered and received.
- Maintains Finance records for consumable purchases and equipment.
- Maintains records and supplies.
- Purchases equipment and consumables for course delivery as required.
- Supports events management
- May be required to maintain a record of chemicals stored in area including obtaining and updating Material Safety Data Sheets (MSDS)
- Undertake the role of Floor Warden as appropriate.
- Undertakes other duties as directed by Portfolio.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values.

Leadership Context

The Public Sector Commissions – Leadership Expectations defines leaderships contexts, the related mindsets and expected behaviours required of all our employees and the public sector. The leadership context for this role is Personal Leadership.

Selection Criteria

Essential (maximum of 5)

Able to demonstrate:

- Experience working in the fashion and textile industry
- Experience in use and maintenance of industrial machinery used in the fashion industry
- Good organisational skills and the ability to work with minimal supervision
- Demonstrated experience in working within a team environment
- Use of computer programmes to produce documents

Other Requirements

- A current Working with Children Check
- A Department of Education Nationally Coordinated Criminal History Check
- May be required to work from any College campus

CERTIFICATION

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

Business Unit Manager		Director People and Culture	
Name:		Name:	Bryce Doig
Signature:		Signature:	
Date:		Date:	24 September 2025
Last Reviewed			