



Job Description

Technician – Health, Vet Nursing and Animal Studies

Level 2

Position Number:	Casual	FTE:	Casual
Division	Access Community and Health	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA
Branch:	Health Vet Nursing and Animal Studies		Agreement 2024 or as replaced
Location:	Murdoch		

Reporting Relationships

Portfolio Manager

Other officers reporting to the above office:
Various Lecturers and Technical Staff

Key Role Statement

This role provides technical support to training delivery teams and prepares materials and equipment for class sessions, workshop/simulation exercises and live works. The position ensures materials are adequately stocked and available and equipment is maintained in safe working order. You will also monitor and report on authorised expenditure.

This position will also be required to participate in daily, weekend and holiday animal care roster.

Key Responsibilities

- Liaise effectively with the training delivery team to establish material and equipment requirements and priorities.
 - Coordinates the movements of training resources for workshop/simulation exercises and live works projects.
 - Costs, invoices and records components used in projects and workshop/simulation or live works exercises.
 - Prepares and constructs specialised equipment for use by teaching staff and students.
 - Assists teaching staff with practical demonstrations as required.
 - Assists lecturers in ensuring workshop/simulation safety and use of safe working practices in the workshop/simulation.
 - Designs, constructs, maintains and keeps in good operating condition the teaching aids used in the classrooms and workshop/simulation.
 - Maintains and cleans equipment, and organises servicing as required of equipment.
 - Maintains consumable stock levels and keeps maintenance logs.
 - Follows procedures to obtain quotes, place orders, receive and store consumables and equipment.
 - Liaises with external suppliers and internal clients.
 - Participates in team meetings, relevant professional development and performance development processes.
 - Supervises the care and feeding of the animals housed in the animal studies area & veterinary clinic.
 - Ensures compliance with Occupational Safety and Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation.
 - As a delegated first aid officer, provides assistance as required to injured persons within the workplace.
 - Undertake the role of Floor Warden as appropriate.
 - Behaves and formulates decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values
 - Other duties as required.
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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 the Public Sector Commission’s - [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](#).

Selection Criteria

Essential

- Experience in the management and handling of domestic animal breeds
- Knowledge of the maintenance and operation of equipment required to support training.
- Good communication skills (oral and written)
- Ability to work with limited supervision, negotiate priorities and organise work to meet deadlines.
- Knowledge and application of safety in the workplace.
- Knowledge of purchasing products and stock control

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.
- All South Metropolitan TAFE staff are to comply with Public Health Orders in relation to COVID-19 vaccinations and provide evidence of this status.

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:	
Signature:		Signature:	
Date:		Date:	