



## Job Description Technician Level 2

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|-------------------------|-------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Position Number:</b> | Various           | <b>FTE:</b>             | 1.0                                                                                                                   |
| <b>Division</b>         | Training Services | <b>Agreement/Award:</b> | Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced. |
| <b>Branch:</b>          | Various           |                         |                                                                                                                       |
| <b>Location:</b>        | Various           |                         |                                                                                                                       |

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### Reporting Relationships

Portfolio Manager Construction

*Other officers reporting to the above office:*

Various Lecturers and Technical Staff

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### Key Role Statement

This role provides technical support to training delivery teams and prepares materials and equipment for class sessions, workshop 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.

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### 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 exercises and live works projects.
- Costs, invoices and records components used in projects and workshop or live works exercises.
- Prepares and constructs specialised equipment for use by teaching staff and students.
- Assists teaching staff with practical demonstrations.
- Assists lecturers in ensuring workshop safety and use of safe working practices in the workshop.
- Designs, constructs, maintains and keeps in good operating condition the teaching aids used in the classrooms and workshop.
- Maintains tools and equipment including technical and mechanical components, consumable stock 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.
- Ensure 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.
- Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
- Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
- 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](#).

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## Selection Criteria

### Essential

- Relevant technical/ trade experience or qualifications as appropriate to support the training environment.
- 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.

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## CERTIFICATION

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

| Business Unit Manager |  | Managing Director |  |
|-----------------------|--|-------------------|--|
| Name:                 |  | Name:             |  |
| Signature:            |  | Signature:        |  |
| Date:                 |  | Date:             |  |