

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries Allowances and Conditions Award 1983 School Support Officers (Government) General Agreement 2014 or as replaced	
Group: Schools	Effective Date of Document 27 October 2017	
Region: Education Regions		
School: Schools		

THIS POSITION	
Title:	Technical Officer
Classification:	Level 2
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Manager Corporate Services	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Technical Officer	Level 2	Generic	27 October 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Technical Officer	Level 2	Generic	27 October 2017

ROLE

The Technical Officer:

- liaises with and assists school professional staff to design therapeutic and support/restraint equipment used by staff and students
- constructs, repairs and operates therapeutic and support/restraint equipment
- purchases consumables and materials related to the construction and maintenance of therapeutic and support/restraint equipment
- monitors and maintains the school's plant and machinery, specifically in relation to swimming pools and/or spas to required safety standards
- develops and maintains a maintenance plan and routinely records maintenance activities
- monitors and maintains swimming pool and/or spa water quality, equipment and signage in accordance with Government standards, policies and guidelines
- ensures plant and machinery and related work site areas are kept securely locked, free from hazard and safe from intrusion
- manages the budget relating to plant, machinery, equipment and chemicals, as required
- ensures safety equipment such as fire extinguishers, rescue equipment and first aid supplies are appropriate and easily located.

OUTCOMES

1. Optimum assistance, comfort and safety for students and staff is provided through properly constructed and maintained therapeutic and support/restraint equipment.
2. Swimming pools and/or spas comply with health and safety standards, policy and guidelines.
3. Pool safety and rescue equipment, first aid supplies and relevant information for pool users is maintained and readily available in the event of emergencies.
4. Work areas, tools and supplies used in the construction and repair of therapeutic and support/restraint equipment and pool machinery, equipment and chemicals are safely stored and monitored.

TITLE Technical Officer	CLASSIFICATION Level 2	POSITION NUMBER Generic	EFFECTIVE DATE 27 October 2017
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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience and competency in plant/machinery maintenance and building or construction involving plastics, electronics or electrical applications or a related discipline.
2. Demonstrated understanding and application of the Occupational Safety and Health Act requirements relevant to the work area.
3. Demonstrated good communication and interpersonal skills and ability to work effectively in a team.
4. Demonstrated organisational skills and ability to work with minimal supervision.

ELIGIBILITY

Employees will be required to:

- hold a relevant qualification in Pool Operations or equivalent experience;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 27 October 2017
TRIM REF # D17/0457483