

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 21 September 2017
Region: South Metropolitan Education Region	
School: John Curtin College of the Arts	

THIS POSITION

Title: Technical Support Officer (Arts)
Classification: Level 2
Position No: 00035943
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager Business Operations
LEVEL: 6
POSITION NUMBER: 00015654
TITLE: Theatre Manager
LEVEL: 5
POSITION NUMBER: 00023503

This position and the position of:

Title:	Level:	Position Number:
Various		

TITLE Technical Support Officer (Arts)	CLASSIFICATION Level 2	POSITION NO 00035943	EFFECTIVE DATE 21 September 2017
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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>.

As Western Australia's only fully selective arts Independent Public School, John Curtin College of the Arts caters for Years 8 to 12 students, offering Gifted and Talented programs in, Dance (Ballet and Contemporary), Drama, Media Arts, Music, Music Theatre, Visual Arts and also a specialist Soccer Excellence Program. In addition, the College is a Registered Training Organisation that provides accredited certificate courses in arts- related industries.

The College is committed to developing creativity, innovation and imagination in every student through the pursuit of excellence in all areas of the formal and informal curriculum with a special emphasis on the Arts.

The College provides tailored courses and support structures so that students may achieve to the best of their ability according to their needs and aspirations and develop skills and values that will equip them for a successful future. The College motto *Learning for Life* highlights the continuous and cumulative nature of education throughout our lives.

Further context about John Curtin College of the Arts is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the College name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Technical Support Officer (Arts)	Level 2	00035943	21 September 2017

ROLE

The Technical Support Officer (Arts):

- prepares the classroom, studio/theatre and workshop to enable the teacher to instruct students effectively
- prepares specialised equipment and materials and provides operational advice for Arts workshops/classes/productions and other college events
- designs and constructs teaching aids to meet curriculum standards that support teaching and curriculum requirements
- maintains, evaluates and assesses technical equipment/resources, carries out repairs and maintenance on arts equipment/resources and arranges off-site and on-site repairs
- maintains appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements
- provides advice on correct and safe use, storage and disposal of equipment, any related chemicals and waste in accordance with occupational safety and health requirements
- works with set budgets, monitors expenditure and provides advice as required
- assists with the ordering of supplies and equipment, liaises with suitable suppliers, negotiates prices and obtains quotes and ensures adequate supplies are maintained
- assists with stock management tasks including the coordination of stocktake activities and resource registers
- works collaboratively as part of a production team to assist in the operation of college and community events including assemblies, performances, exhibitions, screenings and promotional events.

OUTCOMES

1. Technical and practical assistance is provided to enable the teacher to instruct students effectively within a safe learning and working environment.
2. Procedures for safe working, equipment and chemical storage, handling and maintenance comply with legislative requirements.
3. Technical equipment is maintained, evaluated and assessed to ensure that occupational, safety and health standards and technical requirements are met.

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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 knowledge, skills and experience in the operation of technical/industrial equipment within an Arts workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
3. Demonstrated good communication (both oral and written) and interpersonal skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated effective time management, planning and organisational skills.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- hold or obtain a current Working with Children Check; and
- hold a Certificate III in Occupational Health and Safety or approved equivalent qualification or experience.

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 21 September 2017
TRIM REF D17/0386852