



JOB DESCRIPTION

Hair & Beauty Technical Assistant

Level:	Level 1
Position Number:	40000163
Location:	Geraldton
FTE:	1.0
Division:	Training Services Geraldton
Branch:	Health, Education & the Community
Agreement:	Public Service CSA General Agreement 2019 or as replaced
Award:	Government Officers' Salaries Allowance and Conditions Award 1989

REPORTING RELATIONSHIPS:

Position title and level this position reports to:

- Level GO7, Portfolio Manager Health, Education & Community

Other officers reporting to the above position:

- Grade ASL2, Lecturer x 8
- Grade ASL1, Lecturer x 6
- Grade 1-9, Lecturer x 23
- Level GO2, Health Technician
- Level GO1, Academic Program Asst HECS x 2

Officers under direct responsibility:

- Nil.

KEY ROLE STATEMENT:

The Hair and Beauty Technical Assistant assists the College to provide high quality training and assessment services. They deliver a high level of service and provide technical assistance to the hairdressing and beauty therapy industry areas. The Hair and Beauty Technical Assistant assists with the facilitating of activities under the guidance of Lecturing staff.

KEY RESPONSIBILITIES:

Demonstration and Preparation:

- Issues material and equipment for classes.
- Operates and sets up specialist equipment in the hairdressing and beauty therapy industry areas.
- Manufactures teaching aids.
- Assists with the display of promotional material.
- Assists with activities under guidance of Lecturing staff.
- Demonstrates correct use of tools and machinery.

Technical Maintenance:

- Investigates faults and repairs on equipment.
- Carries out preventative maintenance on equipment.
- Calibrates and maintains accuracy of simulated salon/workshop test equipment.
- Ensures equipment is maintained to required safety standard.
- Assists with computer operations and maintenance.
- Manufactures, constructs and maintains tools required for the hairdressing and beauty therapy industry areas.

Clerical:

- Obtains quotes, orders and receives consumables and equipment.
- Expends, monitors and reports on authorised expenditure.
- Organises storage of materials and consumables within the hairdressing and beauty therapy industry areas.
- Maintains equipment, consumable stock and records.
- Facilitates routine simulated salon/workshop activities.
- Communicates with staff on hairdressing and beauty therapy industry area matters.
- Liaises with industry, external suppliers and internal clients.

Other Duties:

- Monitors asset register in conjunction with Lecturing staff.
- Contributes to team-based management and attends team meetings.
- Maintains the Colleges electronic chemical management database for the hairdressing and beauty therapy industry areas.
- Answers general enquiries for the hairdressing and beauty therapy industry area.
- Other duties as required by the Portfolio Manager.

SELECTION CRITERIA:**Essential:**

- Working knowledge of the essential aspects of the hairdressing and beauty therapy industry areas and the ability to practice these.
- Sound communication and interpersonal skills.
- Knowledge of purchasing products and stock control.
- Demonstrated ability to work as an effective member of a team.
- Physical ability to be able to effectively carry out the duties of the position, including the lifting of equipment.

Desirable:

- Relevant education/trade qualification in the hairdressing and/or beauty therapy industry area.
- Understanding of and commitment to Occupational Safety and Health practices.

Other Requirements:

- Possession of a current Working with Children Check.
- Possession of a C or C-A Class Driver's Licence.

CERTIFICATION:

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



Bill Swetman
Managing Director

17 January 2020