



# Technical Officer

## Position Details

Position Number: 30000NEW

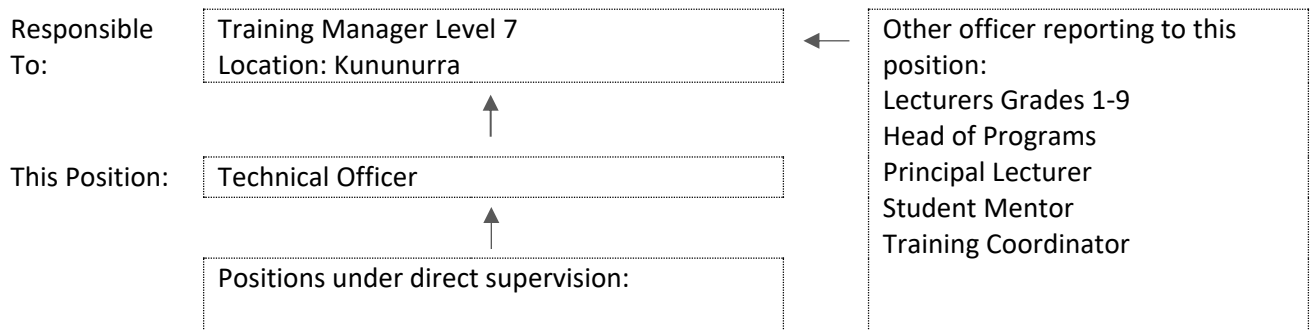
Classification: Level 3

Award/Agreement: Public Service and Government Officers CSA General Agreement 2022

Directorate: Training Services Kimberley

Location: Kununurra

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

This role is responsible for the design, manufacture and maintenance of machines and equipment used for education and training. Responsibilities include preparing maintenance plans and schedules for equipment that allows for Lecturing Staff to deliver programs and services to students.

The position also works closely with the on-site Facilities representative.

## Position Responsibilities

- In conjunction with lecturing staff, provides technical input to the design of training aids
- In accordance with approved plans, arranges for or, constructs and assembles training aids.
- Modifies existing training aids to achieve revised or additional learning outcomes
- Prepares maintenance schedules and maintains trades equipment in accordance with lecturing staff requirements.
- Prepares for and undertakes testing of trades equipment
- Maintains a current record for all portable trades equipment
- Prepares and initiates scheduled maintenance of other specific equipment and maintains a current record
- Prepares an overall maintenance program of teaching aids and equipment in conjunction with lecturing staff and Training Managers
- Arranges for or undertakes the repair of teaching aids and trades equipment
- Sets up training areas for specific delivery purposes in accordance with requirements
- Ensures equipment and training aids are stored in a safe and secure environment
- Prepares requests and approves of equipment and material purchases in accordance with delegation authority.
- Assumes the role of Asset and Equipment Officer for work area.
- Prepares work pieces according to approved schedules supplied by the Training Managers
- Other duties as directed, which may include relief for other roles within the employees' skills and abilities
- Maintain, refuel, and lubricate machinery and oversee the regular servicing
- Assist the Senior Facilities Officer as required.

## Selection Criteria

### Essential Criteria

- Considerable experience and technical knowledge in a trade background.
- Demonstrated ability to plan, organise and schedule operational activities.
- Experience in design and construction of mechanical and/or electrical devices using a range of materials
- Demonstrated communication and interpersonal skills with the ability to work effectively both as part of a team and independently
- Demonstrated ability to impart skills under supervision to student
- Demonstrated understanding of the principles of Occupational Safety and Health and Equal Opportunity in the workplace

### Other Requirements

- Licence to operate machinery Bobcat and Forklift or able to obtain
- Current Class C drivers' licence



**Appointment Factors**

**Location:** North Regional TAFE Campus

**Accommodation** Not applicable

:

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

**Special Conditions**

**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


**Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

**CERTIFICATION**

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature		Signature	
Date:		Date:	1 September 2023