



## Technical Support Officer (Arts and Design and Technology)

Hedland Senior High School

<b>Position number</b>	00044390
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Hedland Senior High School is available on [Schools Online](#).

For further information about the Department of Education, please visit [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Under the direction of the Head of Learning Area, prepare the classroom, studio/theatre and workshop to enable the teacher to instruct students effectively.
- Prepare specialised equipment and materials and provide operational advice for workshops/classes/productions and other school events.
- Design and construct teaching aids to meet curriculum standards that support teaching and curriculum requirements.
- Maintain, evaluate and assess technical equipment/resources, carry out repairs and maintenance on equipment/resources and arrange off-site and on-site repairs.
- Maintain appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements.
- Provide advice on correct and safe use, storage and disposal of equipment, any related chemicals and waste, in accordance with work health and safety requirements.
- Work with set budgets, monitor expenditure and provide advice as required.
- Assist with the ordering of supplies and equipment.
- Liaise with suitable suppliers to negotiate prices, obtain quotes and ensure adequate supplies are maintained.
- Assist with stock management tasks including the coordination of stocktake activities and resource registers.
- Work collaboratively with other staff to assist in the operation of school and community events including assemblies, performances, exhibitions and promotional events.

## Selection criteria

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within a workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the Work Safety and Health Act 2020 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 and training requirements

Employees will be required to:

- hold a Certificate III in Work Health and Safety or equivalent qualification or experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 19 January 2024  
Reference D24/0045070