

JOB DESCRIPTION

Workshop Technician

Level:	Level 2
Position Number:	40000140
Location:	Northam
FTE:	1.0 FTE
Division:	Training Employment Pathways
Branch:	Trades & Agriculture
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Workshop Technician provides support to the Trades & Agriculture portfolio and assists to maintain a safe workplace. They will ensure all tools, equipment, training aids and Industry Services workshops are maintained and kept in a serviceable condition. They will also purchase equipment, liaise with contractors and carry out general maintenance.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Portfolio Manager Trades & Agriculture	Northam	Level 7
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Portfolio Coordinator	Northam	Level 5
Lecturer	Northam	Level 1-9
Trades Technician	Muresk	Level 2
Workshop Technician	Northam	Level 2
Portfolio Assistant	Northam	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

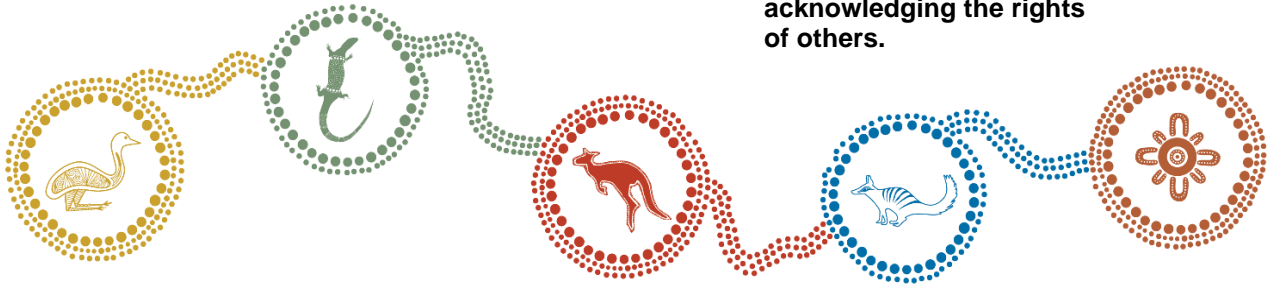
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Provides support to the Trades & Agriculture Portfolio.
- Maintain a safe workplace, ensuring equipment and tools are kept in a serviceable condition in line with safety standards.
- Assist in the preparation of training aids and materials as required.
- Ensure appropriate storage of supplied and resources.
- Purchase equipment and resources for delivery as directed.
- Utilise delivery schedule to monitor resources and work in conjunction with lecturers to ensure resources are ready to use.
- Carry out general maintenance to plant and equipment.
- Work in conjunction with the Facilities team to aid in asset management and maintenance.
- Guide contractors onsite.
- Seek and provide technical advice and quotations for work requirements.
- Undertake minor projects related to the support of training improvements.
- General labour and maintenance activities.
- Carries out other duties as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Demonstrated industrial experience or background in a trade area, with a broad range of manual skills.
- Proven ability to read and understand written instructions and apply safety principles, particularly in relation to the use of machinery.
- Sound verbal and written communication skills, with the ability to build and maintain positive relationships with internal and external stakeholders.
- Sound organisational skills, with proven ability to work both independently with minimal supervision and as part of a broader team in a flexible working environment.

DESIRABLE:

- Trade Qualification.
- Forklift Licence or willingness to obtain.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

12 February 2025

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You coach those you lead and influence to align their practices and understand how their contributions add value. You consider the impact of the decisions you make on those you lead and those in your business area.
Think through complexity	You are up for the challenge of solving problems without obvious solutions. You apply your knowledge and expertise to understand problems from parallel perspectives so you identify fit for purpose solutions.
Dynamically sense the environment	You intervene early when issues arise and take decisive action once the most viable solutions are identified. You approach problems systematically, seeking to understand and solve the root cause of problems.
Deliver on high leverage areas	You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results. You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
Build capability	You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them. You identify talent, enabling development opportunities and engaging in strategies that support talent retention in the College.
Embody the spirit of public service	You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency. You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
Lead adaptively	You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs. You take responsibility and accountability for your own development pathways.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.