

<b>Position Title</b>	Technical Officer – Building, Construction & Smart Technologies
<b>Portfolio</b>	Education
<b>Division</b>	Building, Construction & Smart Technologies
<b>Department/Cost Centre</b>	Building, Construction & Smart Technologies - 01900
<b>Classification</b>	Specialist Staff Level 3
<b>Position Number/s</b>	102120, 102129, 102685, 102758
<b>Reporting to</b>	Teaching Education Manager – Building, Construction and Smart Technologies
<b>Supervises</b>	NIL

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Building Construction & Smart Technologies is responsible for the delivery of Traditional Trade programs which incorporates Building Construction, Automotive, Engineering, Electrical, Civil Construction and Plumbing.

The Division has staff based at Warrnambool, Portland, Hamilton, Sherwood Park and remote site locations. Programs are also delivered in other regions, including interstate and internationally.

## Position Overview (Your Opportunity)

The Technical Officer assists with the day-to-day operations of the division of Building, Construction and Smart Technologies, by undertaking a range of technical tasks associated with the delivery of government funded and commercial teaching programs in the areas of Building Construction, Automotive, Engineering, Electrical, Civil Construction and Plumbing.

The position provides a high level of technical support to teaching managers and teaching staff of the division.

To be effective, the incumbent will have the ability to develop a sound understanding of the Building Construction, Automotive, Engineering, Electrical, Civil Construction and Plumbing teams' operations and to establish a good rapport with all members of the department.

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Ensuring that the departments delivery locations are maintained in a clean and orderly manner
- Ensuring sufficient materials and resources are available to staff for the effective and efficient delivery of courses by consulting with staff regarding specific requirements
- Maintenance of all equipment, machinery and tools and coordination of scheduled equipment maintenance requirements ensuring compliance with manufacturer's specifications and OH&S legislation
- Maintain and prepare accurate records of maintenance schedules and activities
- Coordinating the ordering and purchasing of materials and consumables required for program delivery utilising existing finance systems
- Coordination of external contractors required for maintenance of plant and equipment
- Providing support to teaching staff in the conduct of practical activities including the supervision of, and advice to, students in relation to safe and effective work practices
- Manage the logistical movement of teaching resources between campuses / training locations
- Manage competing priorities, work to tight timelines and multi task in order to meet the demands of the position
- Ensure service excellence through setting professional standards and measuring outcomes against them on a daily basis
- Maintaining a polite and considerate approach when dealing with all students, staff, customers and community members
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Provide technical support for other teaching areas within the division if required
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Taking responsibility for health and safety matters in the areas of control, including the proper use and storage of materials and/or equipment used. This includes chemical storage.
- Keep an inventory of all tools, equipment, and resources.

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive proven experience in the provision of technical support including the administration and delivery of programmed maintenance schedules in line with OH&S policies, procedures and state / federal legislation
- Demonstrated experience in keeping accurate records to ensure compliance with maintenance and use of equipment and the storage of equipment.
- Demonstrated expertise in providing high levels of technical advice and techniques with the ability to relate well to people at all levels providing courteous, informative and accurate responses to all enquiries and directives
- Proven time management skills, with a demonstrated ability to meet deadlines/guidelines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules.
- Proven communication and interpersonal skills including the ability to build effective and professional relationships and interact effectively with a diverse range of people
- Seeks information necessary to solve work problems as and when they arise
- Flexibility in a changing environment & maintaining a detail focus
- A team player who achieves goals whilst utilising an organised and methodical approach to work

## Qualifications and Requirements

### Mandatory requirements

- Completion of a relevant certificate and demonstrated relevant experience or equivalent relevant experience.
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's licence
- Capacity to use Microsoft Office products and relevant industry software and programs

### Highly desirable requirements

- A current forklift licence or willingness to obtain
- Heavy vehicle licence
- First aid certificate

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to making diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		