



## POSITION DESCRIPTION



February 2023

# Technical Employee

## About Us

TasTAFE is Tasmania's largest provider of vocational education and training. With a focus on practical, real-life learning, we work closely with industry to produce job-ready and highly valued graduates. We stay connected with business and industry in Tasmania and we work hard to ensure the vocational education and training students receive is industry-relevant and provide real industry skills that are highly valued by employers.

We believe very strongly in our values and strive to deliver training that prepares our students to take up employment for the first time, gain a promotion or change careers, as well as meet industry demand and enable Tasmanians to gain the skills and qualifications they need for the state's workforce and the community to succeed and prosper.

## Our Values

**CONNECTED:** We work collaboratively to create outcomes that are meaningful and responsive.

**RESPONSIBLE:** We take pride in honouring our promises and exceeding expectations by being transparent in our decision-making and stand by our actions.

**ASPIRATIONAL:** We are open to new ideas and creatively seek solutions that encourage us to do our best for our learners, industry and community.

**RESPECTFUL:** We are attentive, listen to others and consider all points of view in our planning and decision-making and our actions.

**INCLUSIVE:** We embrace diversity and equity and understand how inclusivity enriches all that we do.

**SUSTAINABLE:** We are committed to more sustainable business practices to reduce TasTAFE's impact on the environment.

## The Role

Provide technical advice and support to assist with the delivery of programs. Ensure resources and equipment are suitable and meet safety standards. Maintain training facility to ensure program delivery is functional and safe.

Work is completed autonomously under general direction from the Supervisor. Assistance in the classroom is under the supervision of the relevant teacher.

## Key Responsibilities

1. Prepare teaching and learning materials and set up equipment, displays and aids.
2. Develop training and assessment resources and equipment used for program instruction including online material.
3. Order, install, maintain and repair a wide range of equipment within budget.
4. Liaise with providers and prepare costing estimates, making recommendations based on industry expertise.
5. Requisition supplies and maintain stock inventory for materials and equipment.
6. Assist teachers with administration, deliver and assessment through the provision of technical advice and support.
7. Assist teachers with the supervision of students.
8. The occupant of this position can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## About you

These are the capabilities required to undertake the role successfully:

1. Demonstrated high-level knowledge and experience in the required field of expertise.
2. Demonstrated skills and expertise to develop resources relevant to the delivery team.

3. Strong organisational and time management skills.
4. Demonstrated experience in maintaining inventory within budget.
5. Good level of written and verbal communication skills.
6. Ability to assist in supervision of students, and the ability to work independently or as a member of a team.

## Requirements

### Essential Requirements

- Current Registration to work with vulnerable people in Tasmania.

### Desirable Requirements

- A Certificate III or higher level industry qualification relevant to the area

<b>Team/Section</b>	Education Services
<b>Supervisor</b>	Education Manager
<b>Award/Agreement</b>	Educational Services (Post-Secondary Education) Award 2020
<b>Classification</b>	Grade 2 Point 4 (General Stream Band 3)
<b>Employment Conditions</b>	Ongoing, full/part-time time, hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	Various
<b>Date approved by Manager PPC</b>	February 2023