

Position description

Position title:	Technical Officer, Ballarat Tech School
School/Section/VCO:	FedUni TAFE
Campus:	SMB Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	848987
Further information from:	Ms Sofia Fiusco, Associate Director, Ballarat Tech School Telephone: (03) 5327 8287 E-mail: s.fiusco@federation.edu.au
Position description approved by:	Associate Professor Barry Wright, Executive Director, FedUni TAFE

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

Original Issue: 01/11/2009
Current Version: 01/06/2017

Position summary

The Ballarat Tech School (BTS) is a State Government initiative developed to establish Victoria as the Education State. BTS is hosted by Federation University Australia to provide almost 10,000 Ballarat students from fifteen partner schools access to high tech learning in a cutting edge purpose built facility. This learning centre is a partnership with industry focusing on preparing students for a changing world, strengthening their employability skills and developing their understanding and application of STEM (Science, Technology, Engineering, Mathematics) skills. The Ballarat Tech School commenced operation in 2018.

The Technical Officer, Ballarat Tech School is responsible for providing technical and lab support and services to staff and students who attend the BTS centre to undertake educational programs. This role includes coordinating science and food lab access, set-up, usage and supporting quality program delivery processes within the centre as well as collaborating on program development.

The Technical Officer, will support the BTS team in their program delivery through the use of technology to solve problems, communicate and coordinate associated program requirements.

The Technical Officer, Ballarat Tech School will be required to understand, demonstrate and integrate the centre's technology within the program design and delivery which may include but is not limited to working with robotics, data loggers, Virtual Reality and Augmented Reality systems, 3D printers, image scanners. The Centre will also carry a variety of hardware including laptops, PC's, data projectors, interactive screens and handheld devices.

The Technical Officer, Ballarat Tech School will work closely with the Associate Director, BTS to ensure the operational and administration processes for the use of technology, work on specific lab based projects as required and assist in achieving the overall operational and strategic goals of the BTS.

Key responsibilities

1. Coordinate the administration and daily operation of the Centre's Science and Food lab technology, including researching the functionality and application of technology and making recommendations for use within program parameters
2. Contribute to the development of Ballarat Tech School programs through the research, development and integration of food sciences, technology hardware and software into the BTS learning programs.
3. Coordinate and provide technical diagnosis and support for the BTS programs by ensuring all equipment, software and lab consumables required are set up prior to program delivery and ensure it is appropriately cleaned, stored and checked on completion to ensure quality program outcomes.
4. Contribute to the planning and delivery of BTS activities and events and work collaboratively as part of the BTS team to contribute to the effective and efficient delivery of BTS programs.
5. Maintain accurate records of lab program requirements for BTS to ensure appropriate and timely supplies of equipment, software and consumables are available when required.
6. Ensure technical equipment is maintained in accordance with manufacturer's requirements and University protocols and procedures and that appropriate maintenance records are maintained.

7. Complete risk assessments for all laboratory and technical activities and equipment and ensure compliance with the requirements of occupational health and safety (OH&S), environmental health and safety (EH&S) and University IT protocols, policies and procedures.
8. Undertake risk mitigation and ensure accurate and up to date documentation is maintained.
9. Set up, monitor and demonstrate equipment usage and support the BTS program staff in their program delivery.
10. Prepare and safely dispose of materials including hazardous chemicals and biological and other wastes and ensure compliance with all relevant legislation, policies, processes and guidelines.
11. Organise Partner School, industry and community access to BTS labs and maintain accurate records of staff and student access to facilities and equipment as required.
12. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Technical Officer, Ballarat Tech School is responsible for providing technical and lab support for the development of delivery of the BTS programs to secondary students across Years 7 – 12.

The Technical Officer, BTS is required to perform a wide range of science and technology based tasks that impact on the success of the teaching and learning programs/activities and integrates with the real-world application of technology. The Technical Officer, BTS is further required to manage multiple and competing tasks and deadlines.

The Technical Officer, BTS is required to resolve problems using the application of standard training and experience within the technical specifications of equipment and software and University protocols, policies and procedures. Judgement is required to perform technical diagnosis and to ensure matters are escalated when required.

The position is required to have a comprehensive knowledge and application of Occupational Health and Safety (OH&S), Environmental Health and Safety (EH&S) and University information technology (IT) protocols, policies and procedures required for the operation and use of IT laboratory and other technical equipment relevant to the BTS context.

Training and qualifications

A relevant degree without subsequent relevant experience; or completion of a relevant advanced diploma qualification and at least one years subsequent relevant work experience, or completion of a relevant diploma qualification and at least two years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position/Organisational relationships

The Technical Officer, BTS receives general direction and reports to the Associate Director, Ballarat Tech School and is responsible for coordinating, diagnosing and delivering technical support to educational programs within the BTS on a daily basis. The Technical Officer, BTS is further required to support students, mentor staff and liaise with internal and external stakeholders in working collaboratively to set up and develop IT labs for educational learning programs as a member of the BTS programs team.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree without subsequent relevant experience; or completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or completion of diploma qualification and at least 2 years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card. (If you currently do not hold a WWC card further information and how to apply can be obtained from www.justice.vic.gov.au/workingwithchildren/).
2. Demonstrated experience in coordinating the preparation, organisation, distribution and set up of equipment, software, consumables and materials in technical, scientific or clinical laboratories.
3. Demonstrated knowledge and use of a range of communication technologies and software with the ability to develop and implement technical processes and procedures that can support the establishment of a new learning centre including, the application of OH&S, EH&S responsibilities and mitigating risks to ensure a safe, educational environment.
4. Demonstrated experience in resolving technical IT and science problems within an educational learning setting and the ability to support a multi-disciplinary team with the technical/lab skills to support and deliver BTS programs.
5. Demonstrated understanding of STEM, Food Science educational programs and 21st century learning principles and the integration of technology in developing related educational and learning programs/activities.
6. Demonstrated organisational and time management skills including the ability to prioritise competing work demands and meet strict deadlines.

7. Demonstrated communication skills and the ability to relate well to a diverse range of staff and students including the ability to communicate, document and maintain a range of technical applications for BTS projects that can be accessed by various key stakeholders.
8. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.