

Position description

Position title:	Stores and Technical Officer, Engineering and Automotive
School/Section/VCO:	FedUni TAFE
Campus:	SMB Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 3 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	848948
Further information from:	Mr Andrew Henwood, General Manager (TAFE) Telephone: (03) 5327 8315 E-mail: a.henwood@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

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Position summary

The Technical Officer/Store Person, Engineering and Automotive is responsible for maintaining the Engineering and Automotive workshop tools and equipment, setting up practical student tasks and simulating industry scenarios. The position will also be responsible for maintaining the stores and records of maintenance, schedules, and implementing policies and procedures related to purchasing and Occupational Health and Safety (OH&S).

Key responsibilities

1. Ensure workshop tools and equipment are maintained. This involves identifying, reporting and repairing the workshop equipment, maintaining teaching resources and advising the Education Manager of maintenance requirements.
2. Manage and prepare Engineering and Automotive resources and equipment to ensure student practical tasks and teaching aids are set up in readiness for scheduled classroom learning.
3. Manage stores to ensure they are maintained with appropriate stock levels and are well organised by performing regular stocktakes, contributing to keeping the workshop and store area clean and tidy, and collecting and disposing of used class materials and units while adhering to the workshop's environmental and sustainability policies.
4. Provide support to the Education Managers with purchasing requirements for materials and equipment as required.
5. Maintain OH&S requirements within the workshop and stores area by conducting regular workshop inspections, ensuring testing and tagging of equipment is conducted and completing HIRACs, and new plant and equipment checklists.
6. 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>.
7. 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 Stores and Technical Officer, Engineering and Automotive works under the general supervision of the TAFE Services Officer. The position will take day-to-day direction from Education Managers with regard to the organisation of resources and equipment to ensure hands-on tasks and teaching aids for scheduled classroom learning.

The Stores and Technical Officer, Engineering and Automotive is required to exercise judgement on the sequence in which tasks are completed, while being mindful of timelines and adhering to relevant policies and procedures. The position will make prompt and accurate decisions to ensure that equipment is in working order and supplies are maintained within allocated budgets.

The Stores and Technical Officer, Engineering and Automotive liaises with both internal and external stakeholders on a daily basis to organise stores and technical requirements for FedUni TAFE Engineering and Automotive activities.

Training and qualifications

Completion of a relevant vocational trade's certificate or Certificate III, or completion of year 12 or a Certificate II with relevant work experience; or an equivalent combination of relevant experience and/or education/training.

A current Forklift License or willingness to obtain within the first three months.

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 Stores and Technical Officer, Engineering and Automotive will work under the general direction of the TAFE Services Officer and will work collaboratively with teaching staff and Education Managers on a day-to-day basis. The position may also be required to assist students from time-to-time.

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. Completion of a relevant vocational trade's certificate or Certificate III, or completion of year 12 or a Certificate II with relevant work experience; or an equivalent combination of relevant experience and/or education/training.
A current Forklift License or willingness to obtain within the first three months.
2. Demonstrated knowledge of current Engineering and Automotive systems and technologies to enable set up of teaching resources and maintenance of equipment.
3. Demonstrated ability to fabricate, prepare, test and maintain simulated Engineering and Automotive learning modules.
4. Demonstrated ability in ordering stock and maintaining appropriate stock levels.
5. Demonstrated communication and the ability to relate well to a diverse range of staff and students.
6. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment.
7. Establish and maintain a safe and supportive workshop and store environment.

8. Current Victorian Driver's Licence.
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.