

STATEMENT OF DUTIES – August 2016

Title	Technical Employee
Number	Generic
Department	Students & Education
Section	
Team	
Supervisor	Education Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Fixed-term or Permanent, full or part-time, up to 73.5 hours per fortnight, including 4 weeks annual leave
Location	Various

The Role

To provide technical support to teachers engaged in the delivery of programs, requiring the application of conventional practices. Manage aspects of a commercial/training production facility.

Level of Responsibility/ Direction and Supervision

Responsible to the Education Manager for carrying out duties associated with the position.

General technical direction and supervision provided. Some discretion in selecting appropriate courses of action.

Primary Duties

1. Prepare teaching and learning materials and set up equipment, displays and aids used in various locations.
2. Develop and test various types of models and equipment used for program instruction.
3. Install and commission new equipment and maintain and repair a wide range of equipment.
4. Liaise with clients and prepare costing estimates, requisition supplies and maintain stock inventory for materials and equipment.
5. Assist teachers through the provision of technical support.
6. Supervision of less experienced personnel and/or trainees, and supervision of assessments as required.
7. Provide technical advice to clients.

8. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge and experience in the required field of expertise.
2. Ability to develop models and record and analyse results.
3. Good organisational and time management skills.
4. Sound level of written and verbal communication skills.
5. Ability to supervise less experienced personnel/trainees, and the ability to work independently or as a member of a team.

Requirements

- Essential**
- Current Registration to Work with Vulnerable People
The **Registration to Work with Vulnerable People Act 2013** requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.
- Desirable**
- Nil

Working within TasTAFE

TasTAFE is a Statutory Authority and Tasmania's largest publicly owned registered training organisation. As the highest volume training provider in Tasmania, TasTAFE services the needs of industry, individual VET students as well as year 11 and 12 students in conjunction with the state's network of senior secondary colleges.

TasTAFE plays a vital role in improving the economic performance of Tasmania particularly in participation and productivity levels. The organisation caters for the needs of:

- Tasmanian adults seeking to improve vocational and further education qualifications
- Tasmanian businesses and their employees, including trainees and apprentices
- Tasmanian community groups and networks who support the disadvantaged and disengaged
- Those in rural and remote areas of Tasmania seeking access to VET services.

Employees within TasTAFE are required to:

- Support the establishment and ongoing development of TasTAFE
- Have a good understanding of the organisation's strategic intent and a commitment to TasTAFE's vision, mission and values
- Actively promote and support the achievement of the TasTAFE corporate plan.

Work Health and Safety

In accordance with the *Work Health and Safety Act 2012* (the Act) all employees, whilst at work, are expected to participate in maintaining safe working conditions and practices, and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instructions given by TasTAFE to ensure compliance with the Act; and cooperate with TasTAFE Work Health and Safety Policies, Procedures and Guidelines.

For Managers Only

The occupant of this position is expected to contribute to TasTAFE's duty of care to comply with the Act by ensuring members of their team(s) adhere to the responsibilities and expectations outlined above; and to be proactive in identifying and managing hazards in the workplace.

Employees specific Work Health and Safety responsibilities and accountabilities are documented in the WHS Accountabilities and Responsibilities by Position Policy located on INFOcus, TasTAFESAFE, Section I – Leadership and Consultation.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or section that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the organisation without permission.

Working Relationships

This role operates within the context of a connected and networked TasTAFE.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

State Government workplaces and vehicles are non-smoking environments.

Category/funding/restrictions:

Office use only:

APPROVED BY HRM DELEGATE:

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed:
