Position Description

STEAM Technical Officer, Bendigo Tech School

Position No: NEW

Department: Bendigo Tech School

School: PVC Regional

Campus/Location: Bendigo

Classification: Higher Education Officer Level 6 (HEO6)

Employment Type: Fixed term, 2 Years

Position Supervisor: Director, Bendigo Tech School
Number:

Other Benefits: http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - http://www.latrobe.edu.au/about

School of PCV Regional – http://latrobe.edu.au/bendigo

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STEAM Technical Officer, Bendigo Tech School

Position Context

Bendigo Tech School is part of the Victorian Government's commitment to developing future work skills needed by young people – critical thinking, designing solutions, effective communication, working collaboratively, embracing technology, and the ability to work flexibly to leverage opportunities in the overlapping fields of science, technology, engineering, arts and mathematics (STEAM).

Tech Schools are to operate differently to a school. They are high-tech learning environments, with innovative education programs, hosted by a university or TAFE and linked with local industry, delivering real world learning to students. Bendigo Tech School will also deliver professional development for teachers, industry representatives and members of the Bendigo community aligned with the strategic vision of the school and the industry focuses for the Bendigo area.

La Trobe University has been selected to host and operate the Bendigo Tech School in a new purpose-built facility at the Flora Hill campus in Bendigo. Over 8,000 secondary students from 13 partner schools will be able to access the Tech School for specialised education programs designed to inspire and engage students with interactive and hands-on learning in an environment that is equipped with leading edge technology and includes teaching and learning programs focused on discovery, innovation and learning by inquiry.

The Bendigo Tech School's key objectives are to achieve:

- A strong innovative culture that excites and engages students and teachers through exposure to cutting edge instructional practice and high-end technology to extend students' horizons and engagement with the world of work
- Strong partnerships with the Bendigo partner schools
- Strong partnerships with business and industry that will guide employment innovation
- Strong partnerships with university and TAFE that will connect contemporary research, subject expertise and post school opportunities for students
- An environment that enables students, parents and teachers to understand the future of work, career and post school pathways
- A learning environment that fosters creativity and innovation while building on the skills of students to problem solve collaboratively, building the social skills needed to thrive in post school productive employment
- An innovative program that positively impacts on the learning opportunities of students in the partner schools.

The Bendigo Tech School is under construction and development and is currently in an intensive planning phase with local partnership groups, working through streams of work that includes program development, infrastructure design, staffing, technology and equipment requirements, and how this central resource will service participating schools.

The STEAM Technical Officer is responsible for coordinating, diagnosing and delivering technical support to educational programs within the Bendigo tech School. The STEAM Technical Officer is further required to support students, mentor staff and liaise with internal and external stakeholders to procure and operate IT, AV, VR and Advanced Manufacturing *equipment and applications for Tech School programs and events.*

The STEAM Technical Officer's key duties include:

- Coordinating the internal and external delivery and resourcing of technology systems and hardware for Bendigo Tech School programs and events.

- Developing and maintaining the preparatory, compliance and operational procedures for the Tech School's IT, AV, VR and Advanced Manufacturing equipment.

- Contributing to the development of Bendigo Tech School programs through the research and integration of hardware and software into the BTS learning programs.

- Supporting Tech School staff and programs by coordinating and setting up required equipment, software and consumables.

- Demonstrating and monitoring equipment use, and supporting internal and external staff in in their preparation and delivery of STEAM based programs.

- Ensuring quality program outcomes by preparing and operating learning spaces, equipment and workshops.

- Creating, maintaining and processing accurate records in accordance with procedures and standards.

- Ensuring technical equipment is maintained in accordance with manufacturer's requirements and University protocols and procedures.

- Providing technical diagnosis, support/repair for systems and hardware.

- Undertaking risk assessments for all technical activities and equipment, and ensuring compliance with the requirements of occupational health and safety (OH&S), environmental health and safety (EH&S) and related University protocols, policies and procedures.

- Undertaking risk mitigation and ensuring accurate and up to date documentation is maintained, including safe operating procedures for all equipment.

- Preparing and safely disposing of materials including hazardous chemicals and biological and other wastes, and ensuring compliance with all relevant legislation, policies, processes and guidelines.

- Co-coordinating partner-school and community technology access in the Tech School and maintaining accurate records of staff and student access to facilities and equipment.

- Other duties as directed by the Director or Head of Learning Programs, Bendigo Tech School within the scope, skills and experience of this position.

- Supporting a culture of achievement that acknowledges the input of others and maintaining a safe and productive work environment free from discrimination, bullying and harassment.

Key Selection Criteria

1. Qualification (Certificate level minimum) in a related field (e.g.; Systems, IT, Advanced Manufacturing, Media Production, Science); or an equivalent alternate combination of relevant knowledge, training and/or experience leading to the development of specialist expertise in technology systems and support in IT, AV, VR or Advanced Manufacturing laboratories.

2. Proven ability to carry out practical technical activities using a combination of IT, AV, VR and Advanced Manufacturing processes and technologies across a range of systems and applications including Apple, PC, Android, Open-Source and Adobe CC platforms.

3. Experience in coordinating the procurement, organisation, perparation and operation of equipment, software, consumables and materials in IT, AV, VR or Advanced Manufacturing laboratories.

4. Demonstrated knowledge and use of a range of communication technologies to develop and implement technical processes and procedures that can support the establishment of a new learning centre including, the application of OH&S, and risk mitigation to ensure a safe, educational environment.

5. Ability and experience in diagnosing and resolving software and hardware problems within an educational learning setting and the ability to support a multidisciplinary team with technical skills.

6. Understanding of STEAM educational programs and 21st century learning principles, and the integration of technology in developing related educational and learning programs.

7. Effective organisational and time management skills including the ability to prioritise competing work demands and meet strict deadlines.

8. Professional 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 Tech School projects that can be accessed by various key stakeholders.

Desirable Skills/Experience

1. Design and production experience with advanced manufacturing technologies.

2. Experience in the programming/operation of of AR/VR equipment.

3. Coding ability.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.

- *We are **Innovative***: We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable***: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care***: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: