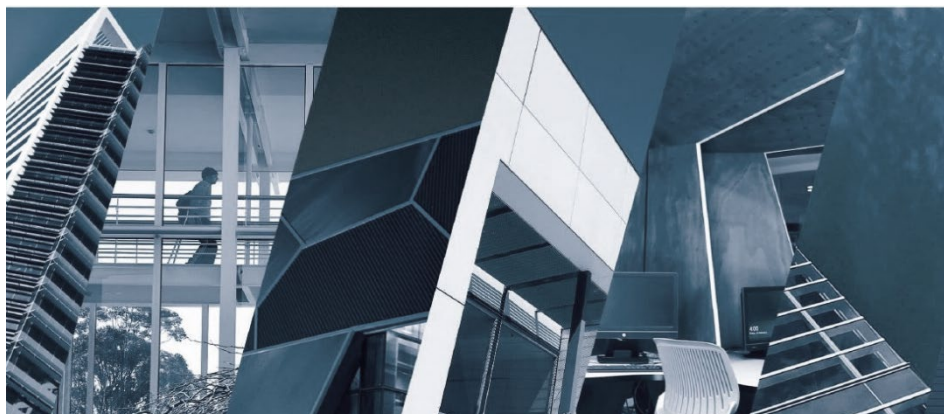


Position Description



Position title:	Stores and Technical Officer - Building and Construction (Plumbing)
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus Travel between campuses may be required. <delete if not applicable>
Classification:	Within HEW Level 3 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Hayden Eberle. Program Manager, Building and Construction Telephone: (03) 5327 8358 Email: h.eberle@federation.edu.au
Recruitment number:	851950

Position summary

Stores and Technical Officer - Building and Construction (Plumbing) is responsible for maintaining the classroom workshop's tools and equipment, setting up practical student tasks and simulating industry scenarios.

The position will also be responsible for monitoring and ordering to ensure stores have appropriate stock levels, updating maintenance records and schedules, and complying with policies and procedures related to purchasing and Occupational Health and Safety (OH&S), Environmental Health and Safety (EHS) and the University's sustainability targets.

This position may be required to travel and assist at other campuses from time to time or as agreed.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Ensure workshop tools and equipment are maintained by identifying, reporting on, and repairing the workshop equipment, coordinating scheduled maintenance, maintaining teaching resources and advising the Program Manager of maintenance requirements.
2. Organise and prepare Building and Construction resources, consumables and equipment under the guidance of the relevant TAFE Teachers to ensure hands-on tasks and teaching aids for student are set up in readiness for scheduled classroom learning.
3. Monitor stock in the stores to ensure appropriate stock levels are maintained by performing regular stocktakes. Provide support to the Program Manager with purchasing requirements for materials and equipment and initiate purchase orders as required.
4. Contribute 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 OH&S, EHS and sustainability policies.
5. Monitor OH&S requirements within the workshop and stores area by conducting regular workshop inspections and completing HIRACs, and new plant and equipment checklists. Ensure scheduled testing and tagging of equipment is conducted within required timeframes.
6. Reflect and embed the University's strategic purpose, priorities and goals 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. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code 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

Stores and Technical Officer - Building and Construction (Plumbing) works under the general supervision of the Program Manager for Building and Construction with regard to the organisation of resources and equipment to ensure hands-on tasks and teaching aids for scheduled classroom learning.

Stores and Technical Officer - Building and Construction (Plumbing) 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, Building and Construction (Plumbing) liaises with both internal and external stakeholders on a daily basis to organise stores and technical requirements for Federation TAFE Building and Construction activities

Position and Organisational relationships

The Stores and Technical Officer, Building and Construction (Plumbing) reports directly to the Program Manager, receiving broad direction and leadership from their Head of Centre. This position will work collaboratively with teaching and support staff on a day-to-day basis to support the best outcomes for student learning and progression. The position may also be required to assist students within the plumbing area and in all of building and construction where required.

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:

Training and qualifications

The successful applicant will hold, at a minimum, the following:

1. Relevant vocational qualification at the Certificate III/Trade certificate level; or completion of year 12 or a certificate II with relevant work experience; or an equivalent combination of relevant industry experience and/or education and training.
2. A current Victorian Drivers License
3. A current Forklift License (or willingness to obtain within the first 3 months of employment)
4. All University positions delivering education and/or services to children (a child for this purpose is someone below the age of 18 years) must hold a valid Working with Children Check (WWCC)

Experience, knowledge and attributes

5. Demonstrated technical understanding of current building and construction systems and technologies to enable accurate simulation of building and construction workshop conditions to support teaching and maintenance of equipment.
6. Demonstrated ability to fabricate, prepare, test and maintain simulated building and construction learning modules.
7. Demonstrated knowledge of building and construction tools, parts and supplies is required as well as the demonstrated ability to order stock and maintain appropriate stock levels whilst keeping relevant documentation updated and following financial purchasing procedures.
8. Demonstrated interpersonal and communication skills, including the ability to relate well to a diverse range of staff and students.
9. Demonstrated ability to use work independently as well as work collaboratively within a team environment.
10. Demonstrated ability to contribute maintaining a safe and supportive workshop and stores environment.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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

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.