

Position Description

Position Title	Technical Officer – Auto
Portfolio	Education
Division	Building, Construction and Smart Technologies
Department/Cost Centre	Auto - 01903
Classification	Specialist Staff Level 2
Position Number/s	F102492, C102512
Reporting to	Senior Educator - Auto
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Building Construction & Smart Technologies is responsible for the delivery of Traditional Trade programs which incorporates Automotive, Engineering, Electrical and Plumbing. Other programs include Information Technology, Maritime, Civil Construction and related programs across all Institute campuses (excluding Colac) and training sites including workplaces throughout the state.

The Division has staff based at Warrnambool, Portland, Hamilton, Sherwood Park and remote site locations. Programs are also delivered in other regions, including interstate and internationally.

Position Overview (Your Opportunity)

The Technical Officer assists with the day-to-day operations of the division of Food Fibre Land and Trades, specifically the Auto department, by undertaking a range of technical and maintenance tasks associated with the delivery of government funded and commercial teaching programs. The position provides a high level of technical support to the senior educator and teaching staff of the centre.

To be effective, the position's incumbent will have the ability to develop a sound understanding of the automotive teams' operations and to establish a good rapport with all members of the department.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Ensuring that the departments workshops and stores are maintained in a clean and orderly manner
- Maintenance of all tools and equipment and coordination of scheduled equipment maintenance requirements
- Ensuring sufficient materials and resources are available to staff for the effective and efficient delivery of courses by consulting with staff regarding specific requirements
- Manage competing priorities, work to tight timelines and multi task in order to meet the demands of the position
- Ensure service excellence through setting professional standards and measuring outcomes against them on a daily basis
- Maintaining a polite and considerate approach when dealing with all students, staff, customers and community members

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive proven experience in the provision of technical and maintenance support including the administration and delivery of programmed maintenance schedules
- Seeks information necessary to solve work problems as and when they arise
- Flexibility in a changing environment & maintaining a detail focus
- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Completion of a trade certificate and demonstrated relevant experience or equivalent relevant experience.
- Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Variations of the above point will be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Capacity to use Microsoft Office products and relevant industry software and programs

Highly desirable requirements

- A Current forklift license
- Heavy vehicle license

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		