

TECHNICAL ASSISTANT – ANIMAL CARE

BRANCH/UNIT	Regional Business Group		
TEAM	Class Support		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	TWL3		
POSITION NO.	Various		
ANZSCO CODE	591100	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Technical Assistant – Animal Care is responsible for providing support in the preparation of materials and equipment to support educational delivery and ensure the ongoing care and maintenance of equipment, facilities and grounds within the teaching section.

3. KEY ACCOUNTABILITIES

1. Assist in the preparation of classrooms, laboratories and field sites with appropriate teaching equipment and resource material, including the manufacture of teaching and learning aids as required.
2. Support teaching staff in the delivery of assessment and training of practical tasks.
3. Assisting teaching staff during field demonstrations and promotional activities as required.
4. Operation of equipment as required.
5. Carry out and/or organise maintenance of all tools and equipment utilised by the teaching section.
6. Ongoing care and maintenance of grounds, structures and facilities consistent with specified site and class requirements.
7. Issuing and checking return of tools and equipment used by students.
8. Ordering of materials, stores, chemicals, equipment and consumables, including preparing purchase requisitions for goods and services through the corporate system, ensuring adequate stocks are recorded and maintained.
9. Responding appropriately to student and staff enquiries and participating in team decision making process within the Section.
10. Compliance with WH&S and safety requirements including the storage or disposal of hazardous materials and liquids in a safe and proper manner and assisting in the development of Standard Operating Procedures (SOP's) and Safe Work Method Statements (SWMS).
11. Assist with quality assurance and continuous improvement processes to provide consistency and best practice.
12. Ongoing care for the health, welfare and husbandry of animals, animal house, and facilities consistent with class requirements and all legislative requirements associated with Animal Care and Ethical Practices.

4. KEY CHALLENGES

- Maintaining awareness of, managing and mitigating high risk WHS issues and Animal Welfare issues.
- Working under minimal supervision and alone.
- Showing initiative in resolving issues.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Head Teacher	<ul style="list-style-type: none"> • Receive direction in work tasks and responsibilities and provide regular updates on key projects and prioritise
Teaching Staff	<ul style="list-style-type: none"> • Classroom and Support management
Students	<ul style="list-style-type: none"> • Assist with enquiries, activities and responding to changing needs

Class Support Team

- Receive information and advice around pastoral care and employment conditions.

6. POSITION DIMENSIONS

Reporting Line: Staffing Pool Coordinator

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

7. ESSENTIAL REQUIREMENTS

1. Demonstrated skills and experience in companion animal care and husbandry over a wide range of species.
2. Demonstrated ability to maintain and correctly operate a wide range of equipment relating to companion animal activities.
3. Knowledge of safe storage, handling and use of chemicals and veterinary equipment.
4. Experience in store procedures and stock control.
5. Class C driver's licence with the capacity to travel for TAFE NSW business purposes as required.
6. Good organisational skills and IT capability skills with the ability to work as a member of a team with minimal supervision.