

TECHNICAL ASSISTANT – TRADE BASED - ENGINEERING

BRANCH/UNIT	Regional Business Group		
TEAM	Class Support – Delivery Implementation & Performance		
LOCATION	Tamworth		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 3		
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 – Trade Based is responsible for providing timely, efficient support to teaching and learning. This position actively contributes to the successful operations of the Manufacturing & Engineering section by providing high levels of customer service to both internal and external clients.

3. KEY ACCOUNTABILITIES

1. Design, development and production of teaching aids, practical assessment tasks, demonstrations and theory classes to support direct educational delivery.
2. Manufacture class aids from drawings and/or instructions.
3. Maintaining, constructing and dismantling teaching aids and demonstration equipment to comply with operating and safety standards.
4. Providing a quality customer service to all internal and external customers and actively participating in staff meetings to contribute towards the efficient running of the department and campus. Contribute to the campus efficiency program by identifying best practice in the provision of support services.
5. Ensuring that tools and equipment are available for practical and theory lessons and monitoring access and return to support students learning outcomes.
6. Maintaining, stocktaking and monitoring stocks of materials, equipment, tools and consumables including maintenance of stock register and assisting teachers in the preparation of section requisitions.
7. Servicing, cleaning and routine repairing of tools, machinery and equipment to ensure safe and serviceable resources for the section's students and staff. Maintaining the section plant and asset register and plant maintenance logs
8. Reclaiming appropriate materials for re-use to support the Institute's environmental sustainability strategies and effective section, resource usage.
9. Maintaining and updating the Material Safety Data Sheets and ensuring that stocks of chemicals and hazardous materials are kept secure and disposed of in a safe and proper manner. Undertake risk assessment and develop Standard Operating Procedures and Work Method Statements relevant to the duties of the position.
10. Cleaning and servicing (routine) of dust extraction equipment and filters, where relevant, to maintain a healthy learning and working environment for students and staff.
11. Cleaning of workshops and stores areas (where this is not carried out by cleaning contractor staff or students) to maintain a safe and healthy environment for students and staff.
12. Assisting in the loading and unloading of delivery trucks and removal and transport of furniture and equipment as required.
13. Ensuring that WHS requirements are implemented at all times so that safety standards are maintained in workshops. Assist with electrical testing program for the campus including tag, test, record keeping and organizing repairs and disposal.
14. Contribute to the development and maintenance of the Institute ISO9001 quality systems and ensure compliance to Australian Quality Training Framework in areas of relevant responsibility.
15. Assisting as required with Campus wide activities and during critical/peak periods and special events such as enrolments, prize functions, exhibitions etc.
16. Applying the principles of EEO, ethical practice, the ethnic affairs priority statement and other legislative requirements to support daily operations.
17. Performing other duties relevant to the position and classification to support the department and campus in providing timely and efficient educational delivery outcomes.

4. ESSENTIAL REQUIREMENTS

1. Trade qualifications appropriate to mechanical or general maintenance areas and/or relevant industry experience.
2. Sound knowledge of current industry developments and technologies.
3. Demonstrated ability to service, clean and repair workshop machinery.
4. Ability to use a computer and knowledge of software packages.
5. Knowledge of and/or experience in stock control or warehouse related duties including receipt and dispatch processes and record keeping.
6. Demonstrated ability to work with minimum supervision and as an effective team member
7. Effective communication, organisation and customer service skills
8. Possession of a Drivers Licence.
9. Possession of or willingness to obtain a First Aid Certificate, Electrical Tag & Test Certificate and Forklift Licence.
10. Understanding and knowledge of, and capacity to implement EEO, OH&S, ethical practice and the Ethnic Affairs Priorities Statement.