

Position description

Greater together 

Position title:	Stores and Technical Officer, Engineering and Automotive
Institute/School/Centre/ Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 3 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Reason for fixed term:	Replacing an employee
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Justin Neal, Program Manager, Renewable Energy and Engineering (Acting) Telephone: (03) 5362 2655 Email: j.neal@federation.edu.au
Recruitment number:	JR101437

Position summary

Stores and Technical Officer, Engineering and Automotive is responsible for maintaining the classroom workshop's tools and equipment, setting up practical student tasks and simulating industry scenarios within a TAFE environment.

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 will be required travel to assist at other campuses.

Portfolio

Federation TAFE provides a diverse range of vocational education and training programs aligned with regional, state and national skills priorities. Federation TAFE can trace its roots back to the Ballarat School of Mines which was established in the 1840s. With a strong focus on employment-based training and with Campuses in Ballarat and Wimmera regions, Federation TAFE works with employers, industry and community partners to meet current and emerging skills needs across a range of sectors including renewable energy, environment, nursing and health, automotive, business management and IT, building and construction, community and children services, cookery, hairdressing, beauty therapy, engineering, manufacturing, among others.

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, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, 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 Federation University's 2040 Strategic Plan and share the University's values of:

INCLUSION, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

INNOVATION, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

EXCELLENCE, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

EMPOWERMENT, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

COLLABORATION, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

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 Engineering and Automotive 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 plan, and operational purpose, priorities, and goals.
7. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
8. 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 (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

Stores and Technical Officer, Engineering and Automotive works under the general supervision of the Program Manager, Renewable Energy and Engineering regarding the organisation of resources and equipment to ensure hands-on tasks and teaching aids for scheduled classroom learning.

Stores and Technical Officer, Engineering and Automotive 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, Engineering and Automotive liaises with both internal and external stakeholders on a daily basis to organise stores and technical requirements for Federation TAFE Engineering and Automotive activities. This includes the day-to-day student facing aspect on monitoring and controlling access for student regarding tools, equipment & materials.

Position and organisational relationships

The Stores and Technical Officer, Engineering and Automotive 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.

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

1. Completion of:
 - 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. License to perform Dogging.
5. Must hold a valid Employer Working with Children Check (WWC) check.

Experience, knowledge and attributes

6. Demonstrated technical understanding of current engineering and automotive systems and technologies to enable accurate simulation of engineering and automotive workshop conditions to support teaching and maintenance of equipment.
7. Demonstrated ability to fabricate, prepare, test and maintain simulated engineering and automotive learning modules.
8. Demonstrated knowledge of engineering and automotive 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.
9. Demonstrated interpersonal and communication skills, including the ability to relate well to a diverse range of staff and students.
10. Demonstrated ability to use work independently as well as work collaboratively within a team environment.
11. Demonstrated ability to contribute maintaining a safe and supportive workshop and stores environment.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. 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.