



# Education Support Design Technology Technician Position Description

Job Title:	Education Support – Design Technology Technician	Reports To:	Head of Design Faculty and the Principal
Department:	Design Technology	Level:	DET ES 1:2 (\$52,996 pa. + Superannuation)
Position Start Date:	16 July 2018	Position End Date:	21 December 2018
Time Fraction:	0.8EFT (30.4hrs) Over 5 days a week.	Applications close:	19 June 2018 at 4.00pm

## Role

- Provide support for the members of the Design Staff in an administrative, organisational and technical capacity.
- Management of studio materials and equipment.
- General support of the Staff and Students in the Design learning area
- Administration priorities - Ordering, OH&S and equipment maintenance
- Exhibition and Display of student works and associated duties
- Ensure efficient management of 3D printers and other rapid prototyping processes
- Student technical support for classes.

## Responsibilities

- Work professionally, courteously and cooperatively with internal and external clients. This role involves close interaction with a wide range of students and staff.
- Maintain confidentiality and sensitivity in all aspects of the role.
- Maintain currency of professional knowledge and skills.
- Assist in ensuring that the school complies with government regulations and policies.
- Comply with OH&S requirements and maintain a safe and healthy workplace for self and others.



- Fulfil any duties assigned by the principal or delegate within the relevant ES dimensions of work  
(<http://www.education.vic.gov.au/hrweb/workm/Pages/dimensSSO.aspx>)

## Duties

### ***Administrative & Technical***

- Stocktake and supply all materials and equipment to design studios and storerooms.
- Check all orders from suppliers.
- Distribute materials throughout storerooms.
- Management and ordering of Design equipment
- Maintain and organise Design studios on a weekly basis.
- General cleaning and stocktake – Design studios and breakout areas
- Prepare and organises displays for Exhibitions
- Administrative tasks associated with ordering and general organisation of the Storerooms and supplies.
- Equipment audit and general checking – Design/Textiles
- Classroom consultations with students
- Being an active member of the Design team
- Attending Design department meetings as required
- Operating machinery and cutting materials as required by Design staff and for students to use during lessons

### ***Maintenance of Materials and Equipment***

- Supervise/organise quotes and repair of equipment in all studios.
- General maintenance and repairs in studios.
- Manage and maintain 3D printers
- Ordering – Materials and large orders.

### ***Occupational Health & Safety***

- Review all OH&S data sheets, hazardous substance sheets, MDS sheet and liaise with staff & Head of Department.
- Organise storage and disposal of Hazardous substances.

## Other Information (Includes Academic Qualifications and Experience)

### Requirements:

- A current and valid Working with Children Check.

## Selection Criteria



SC1 Demonstrated experience and skills in coordinating a specific education support function.

SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.

SC3 Demonstrated high level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.

SC6 Demonstrated commitment to professional learning and growth for both self and others.

## How to Apply

Applicants are free to structure applications in any manner they choose, but must ensure that the following are included:

- A *specific response* to all of the Selection Criteria and position details. It is suggested that applicants limit their response to no more than 1 per page per section criteria.
- A Cover Letter introducing yourself and providing your name, record number (if currently employed by DET), home address, telephone numbers (home, work and mobile) and the vacancy number of the position.
- A summary of experience and qualifications.
- The names and contact details of three referees who can provide information regarding the applicant in relation to the Key Selection Criteria.

Please note: The selection panel may contact referees other than those listed.

Applications must be submitted via email to [challis.kate.e1@edumail.vic.gov.au](mailto:challis.kate.e1@edumail.vic.gov.au) by 4.00pm on Tuesday 19 June 2018.

For further information on the position, contact us on 03 9488 2332.