

## Canberra Institute of Technology Position Description

<b>POSITION NUMBER:</b>	<b>16487</b>
<b>CLASSIFICATION:</b>	<b>TECHNICAL OFFICER LEVEL 2</b>
<b>POSITION TITLE:</b>	<b>Technical Officer Science</b>
<b>COLLEGE/DIVISION:</b>	<b>CIT Health, Community &amp; Science</b>
<b>BRANCH:</b>	<b>CIT Science</b>
<b>COST CODE:</b>	<b>1677</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>Manager Education level 1, P51875</b>

### OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a key role in the development of the ACT's future workforce and building its skill base. Our core business is the delivery of high-quality vocational training and education programs and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT trains over 20,000 students each year, touching more lives post-secondary school than any other tertiary education institution in the ACT. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, attracting school-leavers and international students, increasing skill levels for those self-employed, contributing to the ACT innovation ecosystem, and driving life-long learning for the future economic and social of the ACT.

### OUR PEOPLE

The CIT Board's vision for CIT is for staff to collectively be raising our ambitions to meet new expectations; adapting our offerings to provide skills for the future; contributing to the new economy and positioning for prosperity; and investing in our business for viability and value.

CIT cultivates its workforce to embody a culture of innovation, adaptation and learning. As a public provider of vocational education, all staff model the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable and inspirational), as well as the signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

### EDUCATION FUTURES AND STUDENTS DIVISION

The Education Futures and Students Division provides a dynamic learning experience, which prepares students for success and lifelong employability, and ensures our graduates have the tools and resources they need to succeed in an ever-changing world. The division is led by experienced and innovative education leaders and educators, who are committed to delivering future-focused teaching and learning and improving student outcomes.

The division's work focuses on the integration of leading-edge education design and delivery technologies, facilitated through digitally enabled learning and innovation spaces and teaching methods, and

underpinned by academic quality and assurance systems and processes. The division is also dedicated to providing a broad range of student engagement and support services, to ensure an increasing number of lifelong learners can study and upskill at CIT. Collaborative relationships with industry partners ensure CIT's education and training programs are responding to new and emerging skills needs, and relevant to the local jobs market.

## **CIT HEALTH, COMMUNITY AND SCIENCE**

CIT Health Community and Science is a teaching college comprising five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit & Well. This college offers VET training programs from certificate II through to advanced diploma as well as bachelor's degree programs. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic, CIT Dog Daycare, Burrumbah Early Learning Centre and CIT Fit & Well. The leadership team of the college is the director and the heads of each of the departments. This position reports to the Head of Department, CIT Community Work.

## **CIT SCIENCE**

The CIT Science Department delivers a range of training in the areas of Forensic, Animal, Laboratory and Environmental Science. Department also manages commercial authentic learning environments in CIT Dog Day Care. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

## **THE POSITION**

The **Technical officer level 2** reports to the Head of Department CIT Science.

Under general direction the primary focus of the position is supporting Science classes and maintaining WHS and compliance in the CIT Science laboratories.

## **RESPONSIBILITIES**

- Prepare for and service laboratory and other classes in the CIT Science department, liaise with teaching and support staff across the department.
- Assist teaching staff with student demonstrations and supervision.
- Maintain and monitor WHS requirements in the laboratory and teaching spaces, safe handling and storage of chemicals, maintenance of equipment and general housekeeping.
- Maintain resources and consumables including security and stock control, purchasing, and compliant chemical holdings.
- Ensure laboratories and general workspaces are consistently cleaned and are maintained in a clean and orderly manner.
- Use CIT digital systems to maintain appropriate records.
- Strong written and verbal communication skills to work with teaching staff and students.
- Sound organisational skills including the ability to maintain tidy work and teaching spaces, maintain compliance with legislative requirements, and prioritising work to meet fluctuating workload and class timing commitments.
- Complete ad hoc tasks as directed by the Head of Department to support teaching and learning activities across the department.

- This position does not involve direct supervision of staff.

### **PROFESSIONAL AND PERSONAL CHARACTERISTICS**

- Ensure your interactions are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).
- Model the ACT Public Service Values and Signature Behaviours.
- Create an environment that values and utilises the contribution of others.

### **SELECTION CRITERIA**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position. Criteria are ranked in order of importance:

1. Capacity to organise and prepare for practical classes in a variety of Science disciplines within required deadlines.
2. Experience in preparing orders and purchasing consumables and equipment and using digital systems for record keeping.
3. Experience in maintaining the inventory, physical teaching and preparation spaces by stocktake, organisation and good housekeeping.
4. Understanding of the WHS Act 2011, as well as relevant codes of practice for chemical handling and storage.
5. Good written and oral communication skills and ability to liaise and negotiate effectively with relevant stakeholders.
6. Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity, and diversity (RED), work health and safety (WHS) and workplace participation.

### **QUALIFICATIONS AND EXPERIENCE**

#### **MANDATORY QUALIFICATIONS:**

Diploma in Science qualification and/or relevant experience appropriate to the duties of the position.

#### **Office use only**

Date Position Description updated: 20 March 2024.

RITM Number: