



Design and Digital Technologies Technician Position Description

POSITION:	Design and Digital Technologies Technician
DEPARTMENT:	Faculty of Technology
RESPONSIBLE TO:	Principal
REPORTS TO:	Head of Digital Pedagogies and Innovation

POSITION OVERVIEW

Located within the LINQ Precinct, Sheldon College's Digital, Design and Rapid Prototyping Lab unifies equipment, platforms and technologies for our research driven approaches to digital technologies, design, manufacturing and engineering.

The Design and Digital Technologies Technician is responsible for providing industry level operational and technical support, training and manufacturing advice to staff and students in the Design, Digital and Business Faculties in the fields of Laser Cutting, 3D Printing, CAD, and Manufacturing. The position will also manage the use of equipment and design information to ensure appropriate levels of safety and security, and manage the use of equipment, consumables and space. A key focus area for this role will be to manage budgets, costings and supervise safe operation of equipment within the facility.

The College is seeking an individual who has industry experience and the ability to transfer applications of industry and society into knowledge and technology relevant to Preparatory to Year 12 students. A teaching qualification is not required for this position.



ESSENTIAL SKILLS, ATTRIBUTES AND EXPERIENCES

- Hold relevant qualifications majoring in Design, Engineering or Information Technology
- Background in Engineering, Design or Manufacturing
- Passionate about rapid and emerging concepts of technologies, artificial intelligence, robotics, nanotechnology, 3D printing and modelling, biotechnology, the 'internet of things', virtual and mixed reality
- Extensive experience with the use of CNC machines, 3D Printers and Laser cutters including the ability to convert AutoCAD drawings into CNC code
- Experience with electronics (Soldering), robotics, renewable energy and programming
- Basic understanding of computer coding
- Ability to work autonomously and as part of a team
- High level communication skills, both written and verbally
- Experience with chemical management and safety
- Excellent time management skills to ensure conflicting priorities are achieved
- The ability to work under pressure
- Hold a Working with Children Blue Card – Commission for Children and young people

DESIGN LAB MANAGEMENT

- Organise and/or perform the maintenance of specialist equipment, such as the 3D printers, Laser cutters, CNC router, soldering irons
- Organise and/or perform the maintenance of specialist equipment, such as the band saw, scroll saws, sanders, hand tools
- Maintain organised storage for all materials, equipment and student work
- Keep an up-to-date inventory of all materials and equipment
- Order materials and equipment as necessary
- Keep dedicated learning spaces organised, stocked and tidy
- Perform regular checks of equipment and learning spaces to ensure health and safety standards are met
- Identify when equipment requires maintenance or replacement, and act accordingly to organise/or perform the maintenance of specialist equipment
- Organise suppliers to service large machinery
- Maintain Asset list of items in Workshop and CAD Room



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CLASSROOM SUPPORT DUTIES AND RESPONSIBILITIES

- Team teach with teachers in the STEAM inspired Makerspaces, design lab and rapid prototyping lab
- Lead staff and students in their use of hands on resources, investigations or project solving
- Assist teachers and students with the use of design software such as, Inventor, Adobe Illustrator, TinkerCAD, Unity
- Prepare materials and equipment for classes
- Prepare and set up displays of student work
- Support programs such as the international students and provide workshops when visits are scheduled
- Support planning and development of programs, Science Fair, STEAM Expo, STEAM workshops and holiday programs
- Support planning and development of parent workshops, external client workshops, holiday programs, competitions and extra-curricular activities
- Participate in the Technologies extra-curricular program
- Aid with running of Makerspace initiatives
- Aid with OnGuard training for Students and Staff
- Aid teachers in classrooms as necessary to facilitate Technology
- Support the Business Faculty for their Business Ventures during Terms 3 and 4
- Be accessible to students during their lessons to help with developing ideas, preparing prototypes and supporting the development of their ideas/projects

PROFESSIONAL DEVELOPMENT

- Maintain a program of professional development that is employer directed and supported, school supported and individually identified.
- Assist Academic Staff to maintain their own professional development in the area of Digital and Design Technologies, through targeted professional learning programs.



COLLEGE REQUIREMENTS AND CONDUCT

- Maintain high standards of dress and appearance, actively promote the College's Values and adhere to the College's Staff Code of Conduct, duty of care hand book, workplace health and safety requirements, as well as any other policies, procedures and guidelines.
- Ensure behavioural standards expected of all children enrolled in the College are maintained and comply with the 4C's of Courtesy, Consideration, Co-operation and Common Sense

CONDITIONS OF EMPLOYMENT

This full-time position is subject to the provisions of the Sheldon College Corporate Staff Certified Agreement 2015 – 2018.

Salary-	Commensurate with experience
Superannuation -	Statutory Superannuation of 9.5% will apply
Sick Leave -	10 days per year
Annual Leave -	4 weeks per year + 17.5% loading
Long Service Leave -	1.3 weeks per completed year of service. Available after 7 completed years from commencement date.
Corporate Uniform -	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
Performance Review -	A performance review will be conducted annually
Working with Children - Check	The issue of a positive notice from the Commission for Children and Young People (Blue Card)