

Head Technician, IDEASchool

Function:	IDEASchool
Reports to:	Head of School
Location:	Taradale
Arrangement:	Permanent, Full-time
Date:	October, 2026

Pūtake | Purpose

The Head Technician is responsible for leading and coordinating the technical services, workshops, equipment, and specialist resources that support the delivery of teaching, learning, and creative practice across IDEASchool. The role ensures that students and staff have access to well-maintained facilities, appropriate technical expertise, and high-quality resources that enable safe, innovative, and industry-relevant educational experiences across multiple campuses.

Working closely with the Head of School, academic staff, technicians, and support services, the Head Technician provides operational leadership for workshop management, health and safety compliance, technical staff supervision, resource planning, and budget oversight. The position plays a critical role in maintaining a safe, efficient, and future-focused learning environment while supporting the strategic objectives, creative disciplines, and community engagement activities of IDEASchool.

Ngā Whanaungatanga | Working Relationships

Internal:	Ākonga, Tutors, Teaching and Academic Kaimahi, Programme Coordinators, Administrative staff, Heads of Schools, Executive Dean, Facilities Coordinator, Health, Safety and Wellbeing services, IT services
External:	Manuhiri, External Contractors, Art Galleries, External Arts Venues, Creative Industry Professionals, Suppliers, Fire Service

Mana Whakahaere | Resource Delegations

Financial:	Responsible for managing an allocated budget within approved limits
People:	Lead team of up to 6 Technicians

Kawenga Mahi | Accountabilities

Technical Support

- Monitor and maintain the IDEAschool workshops and associated areas, equipment and resources across the school's activities in Hawke's Bay and Tairāwhiti campuses
- Oversee the provision of technical services across all areas of IDEAschool
- Oversee the preparation of resources and workshop materials for classes in consultation with academic staff
- Contribute to student workshop classes as required
- Maintain communication with academic staff about their requirements

Workshop and Staff Management

- Provide day to day management of the IDEAschool workshops & technical services
- Provide effective line-management of IDEAschool technicians
- Manage IDEAschool technical services such as equipment installation, repairs, maintenance and certification requirements in collaboration with EIT Facilities and IT Services as required.
- Provide an appropriate system to issue/maintain authorised person access to the workshops

Workshop Health and Safety Training

- Oversee and implement effective workshop induction and task specific training, along with the records, for staff and students
- Maintain and regularly review the workshop hazard registers
- Oversee the compliance of EIT's Accident & Incident, and Emergency procedures including reporting, availability of first aiders and supplies, and emergency first actions.
- Ensure standard operating procedures (SOP) are current, adhered to, and in place where required.
- Ensure all hazardous substances are managed in accordance with appropriate regulations and EIT procedures. This includes the;
 - Storage, use and disposal of hazardous substances
 - Current New Zealand based safety data sheets (SDS) are available for all hazardous substances
 - Maintenance of the Hazardous Substance Inventory on behalf of IDEAschool
 - Ensuring correct signage is visible in appropriate locations for all to see including emergency services
 - Ensuring any staff, student, or other that handles or is exposed to hazardous substances receives appropriate information and training.

Administration

- Work with the Head of School to monitor expenditure, order equipment, class materials and resources and authorize payment of invoices relevant to technical and workshop provision of the school
- Provide stock control, replenishment and fiscal management of consumables in workshop operations
- Provide input into the capital and operational equipment and resource needs of IDEAschool
- Contribute to School strategy committees as required

Customer Service

- Promote EIT and IDEAschool in a positive manner
- Provide quality assistance and advice to students, staff and public
- Action information requests in a timely fashion to agreed quality standards
- Provide staff and physical resources for marketing activities as required

General

- Operate under EIT policies and procedures
- Attend staff meetings and other school and institute meetings as appropriate
- Develop positive and constructive working relationships with colleagues
- Plan and review annual objectives with the Head of School
- Review own job description annually with the Head of School
- Attend relevant courses and appropriate professional development activities as agreed with the Head of School
- Promote a safe work environment through compliance with EIT's Health, Safety and Wellbeing policy and procedures
- Travel to EIT's Tairāwhiti campus (Gisborne) to undertake duties as required
- Undertake other duties as may be required by the Head of School
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General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Knowledge, Experience and Skills

- Knowledge, experience and skills in a range of workshop situations **essential**
- Willingness, experience and ability to manage technicians, providing guidance, supervision, and feedback **essential**
- Word processing, database and spreadsheet experience **essential**
- Well-developed oral, written and interpersonal skills **essential**
- Understanding and commitment to workplace health, safety and wellbeing **essential**
- Proven ability to plan and meet deadlines and budgets **essential**
- Good time management, organisational and administrative skills **essential**

Special Aptitudes

- Ability to participate fully as a team member and develop a team culture
- Ability and willingness to attain the following:

- Knowledge of the management of hazardous substances
- An understanding and appreciation of customer servicing and a commitment to providing quality services to both internal and external clients
- An understanding and appreciation of cultural issues
- Ability to work competently and efficiently in a busy working environment
- Ability to handle confidential matters sensitively

Personal Attributes

- High degree of professional judgment and integrity
- Confident and receptive
- Friendly and approachable manner
- Calm, courteous and flexible
- Strong self-motivation
- Punctual and reliable
- Mature and tolerant nature

Qualifications

- Relevant tertiary qualification **desired**
- Drivers licence **essential**
- First Aid certificate **desired**
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Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
Document Number	[QMSDocumentNumber]
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Owner	People and Culture Manager
Developer	People and Culture Advisor
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