

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Allied Trades and Engineering
Technologies Technician

Area *Te Tari*: College of Engineering
Construction and Living Sciences

Reports to (title) *Ka whakarataia e*: Head Allied Trades

SP10 placement: C Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic and Te Pūkenga's strategic goals and objectives.

This position combines a support role for kaimahi (staff) and ākonga (learners) in the College of Engineering, Construction and Living Sciences, and is shared between the Engineering Technologies and the Allied Trades Teams.

Specific responsibilities lie within the Engineering and Allied Trades programmes and will involve working with internal and external stakeholders in engineering and workshop mahi (work) and/or to support ākonga (learners) undertaking project work. The role requires the maintenance and control of all equipment, and resources to support the Engineering and Allied Trades sections along with input into the health and safety plan for the area.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Ordering and preparation of resources required for teaching programmes	<ul style="list-style-type: none"> • Sourcing and pricing of resources for programmes • Ordering and purchasing of stock • Maintenance of asset register for this section • Record keeping and purchasing is done through approved OP systems • Materials / resources picked up or delivered as required using OP vehicles and trailers • Maintaining, ordering and purchasing of stock so that all stock required is readily available for use as required • Maintaining and ordering hazardous chemicals and substances as required for the programmes
Preparation and maintenance of teaching spaces	<ul style="list-style-type: none"> • Assist in the preparation and setting up of equipment where required • Prepare working and teaching spaces on time for the planned sessions • Setting up and taking down equipment where required • Maintenance of teaching spaces with support from kaimahi and ākonga
Maintenance, repair and hire of machinery and equipment	<ul style="list-style-type: none"> • Responsible for storage and maintenance of resources used for teaching • The establishment of a hire and/or loan service to internal and external clients of specialist equipment • Sourcing and ordering of replacement and new equipment

	<ul style="list-style-type: none"> Responsible for providing systems for safe storage and security of equipment
Teaching Support	<ul style="list-style-type: none"> Oversee students practice in the workspace ensuring all health and safety requirements are met when required In practical settings teach and coach students in the correct use of tools and machinery within the workspace Support students/staff with their projects as required Assist where required with industry electrical safety training course delivery Assist in the development of resources as appropriate Assist with preparation and delivery of teaching material where instructed Apply effective communication skills in diverse learning situations Obtain student (where relevant) and colleague feedback annually
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate Otago Polytechnic Te Pūkenga's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Values of Manawa Ora Manawa Roa Manawa Nui are demonstrated at all time Manawa nui – We reach out and welcome in Manawa roa – We learn and achieve together Manawa ora – We strengthen and grow the whole person
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Head Allied Trades and Engineering Technologies	Formal Leader/s. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.

All kaimahi (staff), academic and professional	Collegial support and advice, work distribution, peer discussions in a self-managing team environment. Work in partnership with others.
Ākonga (learners)	Providing assistance to achieve quality outcomes
OP support business units – Finance, Marketing and Communications, Campus and Learner Services	Work with programmes to help advance the priorities and aspirations all learners. Technical and specialist support and guidance
Internal / External suppliers	Sourcing products / skills

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Registered NZ Electrician
- Ability to work in Engineering Technology and Trades environments
- Proven ability to work effectively as a member of a team and be a clear communicator
- Proven ability to self manage
- Experience in maintaining related equipment
- Computer literacy especially in Microsoft

Desireable:

- Experience in stock ordering
- Experience in coaching/teaching/managing others
- Significant up-to-date knowledge and experience in Health and Safety Plan implementation
- Current forklift license, or willingness to obtain one

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Full EWRB Registration with current Practicing Licence
- Current NZ Driver's Licence
- Demonstrable experience in a relevant industry

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi

- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.