

## Position Description

# Design & Technology Assistant

### OVERALL PURPOSE OF THE POSITION

To provide overall support to the Design and Technology Department and provide significant support to assist the Department in helping students realise projects, as well as provide support to staff members in developing environments that provide the technical capacity to meet the needs of the students.

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### PRIMARY DUTIES & RESPONSIBILITIES

- Maintain and manage technical equipment used across subjects delivered within the department.
  - Support staff by conducting demonstrations, developing tutorials and implementing improved workflows.
  - Assist with batch work and process operations, including tasks that occur continuously and periodically.
  - Proactively explore and experiment with new ideas and technologies to support emerging initiatives within the department.
  - Contribute to administrative tasks to ensure smooth departmental operations.
  - Assist staff in presenting student work, including the creation of both physical and digital displays.
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### SKILLS ESSENTIAL TO THE JOB

- Demonstrated technical proficiency in using a variety of software tools, including Adobe Creative Suite and Computer Aided Design (CAD) applications to support staff and students in the development and execution of projects.
  - Strong technical capability in operating a range of hardware devices, including but not limited to 3D printers, laser cutters, CNC and other tools that interface with computer systems.
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### ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker.
  - Self-assessing.
  - Innovative/creative personal style.
  - Exceptional personal standards of honesty, integrity and professionalism.
  - Team Player.
  - Strong service orientation with the ability to foster a strong service culture.
  - Strong leadership skills, underpinned by a genuine interest in people.
  - Excellent presentation skills.
  - Highly refined communication skills, both written and oral.
  - Strong motivation, influencing and team-building skills.
  - Strong people management and development skills and orientation.
  - Strong negotiation skills.
  - Commitment to the School's Mission, Vision and Values.
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## **WORK, HEALTH & SAFETY & ENVIRONMENT**

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies, procedures and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your manager or through the School's reporting processes;
- Reporting any injury sustained to your manager or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant.

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## **ACCOUNTABILITY**

### **General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

### **Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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## **SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
- Flexible working hours

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## **ORGANISATION CHART RELATIVE TO POSITION**

<b>The Manager's Manager:</b>	<b>The Head of Barker College</b>
<b>The Immediate Manager:</b>	<b>The Head of Design &amp; Technology</b>
<b>This position:</b>	<b>Design &amp; Technology Assistant</b>

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**APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Design & Technology Assistant**.

*Approved by the Head of Design & Technology on 11 September 2025.*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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