



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION

CARPENTER/JOINER – WORKS DEPARTMENT

Environment:

Scotch Oakburn College is a co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, associated with the Uniting Church, and employing a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning [3yrs] to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scope of the Position

This position is in the College's Works Department with whole of College responsibilities, and involves a range of tasks which support the College's educational services, and the sound operation of the College's facilities. Each member of the Works team demonstrates a commitment to high standards of workmanship, shows pride in their work, works safely and enjoys working in a well-resourced environment and being part of a successful, stable and talented team.

The Works Department employs a range of staff including qualified and experienced tradespersons. The Works team supports the 3 College campuses - Elphin Campus, Penquite Campus and Valley Campus (Fingal Valley). The main workshop is situated on the Penquite Campus.

Reports to

Day to day Supervisor is the Maintenance Services Manager and the Senior Manager is the College's Business Manager.

Position Relationships

The Carpenter/Joiner must be able to relate effectively with the following:

- Maintenance Services Manager;
- Property & Facilities Manager;
- Business Manager;
- Staff in Works Department;
- Other staff in College;
- External Trades Staff used by the College.

Level of Responsibility:

The Carpenter/Joiner will be responsible and accountable for their own work which is performed within established guidelines using some discretion and is subject only to general supervision.

Attitudes and Personal Qualities:

All College staff must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

Attitudes

- Supportive of the values and ethos of the College
- Understanding and supportive of all College staff
- Demonstrate maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all the College policies and practices
- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, proactive and demonstrate initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

Professional and Ethical Behaviour:

All members of staff are expected to observe all College policies and procedures, in particular the Scotch Oakburn Code of Conduct.

Duties and Responsibilities

The duties and responsibilities of the Carpenter/Joiner at Scotch Oakburn College will encompass the following:

- Carpentry and joinery services across all College campuses; including maintenance of existing facilities, improvements and new College building projects;
- General maintenance and building works;
- Workshop duties and operation of plant and machinery;
- Communication with sub-trades and minimum supervision of same;
- Vehicle operation (light trucks and vans);
- Assistance to other staff members in the safe lifting and/or relocation of items and equipment as required;
- Assistance with the set up and pull down of specific College events;
- Undertaking of any additional duties that may be assigned from time to time by the Maintenance Services Manager and/or Business Manager;
- Attending meetings and professional development as required;
- To the best of the employee's experience and knowledge, provide risk management information as requested by their manager;
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general, making risk prevention a priority;
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to your Supervisor or the Risk and Compliance Manager using the College's Incident and Accident reporting system.
- Miscellaneous duties as requested.

Key Selection Criteria

The successful applicant will be expected to support the safe working practices and quality workmanship of the College Works team and must be able to demonstrate solid understanding and experience in the following criteria:

Essential

- Nationally recognised trade qualification appropriate to carpentry/joinery
- Demonstrated depth and breadth of experience relevant to the key duties and responsibilities in relation to:
 - general maintenance and building works

- plant; machinery; and vehicle operation
- sub-contractors and apprentices
- Demonstrated fitness suitable to the inherent physical requirements of the position. Employment will be subject to a satisfactory medical examination against the inherent requirements of the role
- Demonstrated depth and breadth of knowledge, understanding and experience in risk prevention and management strategies specific to:
 - Working in the role of Carpenter/Joiner
 - Working as part of a broader environment of multiple trade qualified and non-trade qualified staff within the Works team
 - Working as part of a whole of College community with a shared responsibility in managing the health, safety and wellbeing of students, staff, contractors and visitors
- Demonstrated high level of organisation, planning and time management skills suitable to managing the demanding workflow of the Works team
- Demonstrated high level of adaptability and flexibility suitable to managing the diverse and sometimes changeable workflow of the Works team
- Demonstrated high level communication and interpersonal skills across a broad range of stakeholders (eg sub contractors, apprentices, end users, general public etc)
- Demonstrated personal qualities of maturity, judgement, initiative and self-motivation with a demonstrated capacity to work effectively as an active, contributing and committed member of a team
- A capacity and willingness to participate in appropriate professional learning opportunities across the College as required
- A current driver's licence with own reliable transport
- A Working with Vulnerable People (Children) registration (prior to commencement)
- A satisfactory National Police Certificate (Schedule 1 Record) (prior to commencement)
- A HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting qualification from a nationally recognised training organisation (prior to commencement).

Mandatory Clearances

Working with Vulnerable People (Children) Registration and National Police Certificate (Schedule 1 Record)

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College (in all positions both teaching and non-teaching), is subject to the requirement to at all times hold:

1. a current Working with Vulnerable People (Children) Registration issued by the Department of Justice, Tasmania; and
2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of your employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

The cost of all clearances is at your own expense.

1. Working with Vulnerable People (Children) Registration

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at www.justice.tas.gov.au

2. National Police Certificate (Schedule 1 Record)

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at www.police.tas.gov.au