JOB DESCRIPTION

SENIOR TECHNICAL OFFICER – DESIGN & TECHNOLOGY

Duties and responsibilities include:

Resources

- Supervising the capital expenditure procurement process of Design and Technology (D&T) equipment/resources in all colleges/centres;
- Liaising with College Principals to coordinate the purchase of capital items in the college/s;
- Liaising and consulting with TOs on specifications before ordering and/or purchasing equipment, spare parts;
- Monitoring and ensuring the regular cleaning and servicing of equipment, machines and machine tools;
- Ensuring the timely repairs and/or calibration of equipment and machines;
- Monitoring and ensuring the installation, setting up, testing of Design & Technology equipment as authorised or directed by the Education Directorates;
- Ensuring the good working order of any Design & Technology equipment and resources in use in all Colleges;
- Supporting teachers and students in Design & Technology related school projects;

Health & safety

- Ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place and applied in D&T labs at all times;
- Liaising with all Education Officers responsible for D&T and Health & Safety;
- Liaising with health and safety teachers and personnel vis-à-vis health and safety in D&T labs;
- Reporting infrastructural faults including services and utilities in labs and resource rooms to SMT;
- Coordinating with the SMT the repair of infrastructural faults including services and utilities in labs and resource rooms;
- Monitoring, ensuring and enforcing the availability of any necessary Personal Protective Equipment (PPE) for persons using D&T labs/machine workshops;

Record Keeping
• Ensuring that a computerized and updated inventory system is being kept by all the D&T departments in all schools in the college/s under his/her responsibility;
• Compiling and up-dating a human resources data base of all the technicians in colleges under his/her responsibilities;

**Infrastructure**

• Ensuring reliable running of peripherals in all D&T labs;
• Co-ordinating the setting up of new labs, workshops, machine-shops and equipment;

**In the lab Assistance**

• Coordinating and assisting laboratory sessions outside school working hours as required;

**Others**

• Acting as a mentor and supervising Ts, STs and ATOs technicians;
• Organizing regular meetings with lower grades of technicians to discuss laboratory management and related issues;
• Assisting the Principal Technical Officer in identifying training needs & in organizing staff development sessions for all technician grades;
• Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
• Coordinating and organizing training sessions for other grades of technicians, at least once every three years;
• Acting as a mediator in conflict issues between technicians in lower grades;
• Ensuring a good working relationship between technicians, teachers and SMT;
• Liaising with college principal and SMT to ensure smooth running of D&T laboratories and resources in all the schools of the college including primary schools;
• Identifying priority areas within the Performance Management Programme (PMP) of Assistant Technical Officers and Senior Technicians and appraising the performance on standard criteria within a stipulated timeframe;
• Monitoring the quality of subordinates and where necessary taking measures to ensure that the set standards are achieved and maintained;
• Participating in technical working groups dealing with matters that concern D&T;
• Providing feedback to senior grades in relation to criteria for the selection of newly recruited technical grades;
• Writing technical reports in English and Maltese when required;
• Conducting site visits necessary to fulfil the functions of the posts;
• Acting as members/chair of selection boards in the process of recruitment of new technical grades;
• Creating networking opportunities for technical grades both locally and abroad such as participation in EU funded projects;
• Performing other duties as may be deemed appropriate by the Education Directorates;
• Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.