



## **TADTas Technical Coordinator**

TADTas is a registered charity based in Hobart and delivering services across Tasmania. See our [website](#) and [Facebook](#) for more information.

TADTAS is part of the TAD Australia Network, a collective of seven Australian not-for-profit organisations that modify or custom-make assistive technology (AT).

Due to the resignation of our current Technical Coordinator after a decade of service, we are seeking to fill the role of Technical Coordinator. The position is part time (equivalent of 3 hours per week) and is ongoing, with the possibility of increasing the hours if the service demands exist. The Technical Coordinator is responsible for recruiting, supporting and coordinating the activities of a small dedicated team of technical volunteers.

Ideally the successful applicant will have technical background experience, have their own workshop facilities and an understanding of the needs and aspirations of people living with disability. A core responsibility of the Technical Coordinator, in conjunction with health professionals and clients, will be the assessment of new projects as they are received in order to develop suitable solutions matching the specific skills of the technical volunteers.

Hours of work are flexible, and depend in part on the availability of individuals and groups who will be the target of the project initiatives.

Current TADTas staff work from their homes, and the successful applicant has the opportunity to do the same.

As a charity, TADTas has the opportunity to offer salary packaging to its employees.

If you need further information, contact our Executive Officer Paul Duncombe:  
0419 237 793  
[info@tadtas.org.au](mailto:info@tadtas.org.au)

Applications should be submitted electronically to the email address above, by 31 October 2022, and should address each of the job specifications in section 4 of the position description below, include a current CV and the names of two referees.



## POSITION DESCRIPTION

<b>Position Title</b>	Technical Coordinator
<b>Liaise with</b>	Executive Officer
<b>Hours of Duty</b>	The position is initially for three hours per week, with further hours subject to service demand
<b>Type of Employment</b>	Permanent part time
<b>Date prepared</b>	September 2022
<b>Classification</b>	Community Services Award level 8 \$57.58.per hour

### 1. ORGANISATIONAL INFORMATION

TADTas is a not-for-profit organisation dedicated to improving the independence, dignity and quality of life for people with disabilities. Our team has been providing Tasmanians of all ages and abilities and their families assistive technology solutions since 1988.

TADTas has two different service streams:

**Assistive technology** includes designing, making or modifying technical aids. This may include adapting such aids as wheelchairs, tables, work stations, clotheslines, walkers, cutlery, gardening tools or fishing rods etc.

**Freedom Wheels** is a national program that sees bikes customised with removable and adjustable supports for people with disabilities.

We work to improve the lives of those living with disability or facing age-related mobility challenges by providing personalised technology, equipment and services. We:

- advise people with disability, and those interested in their welfare, on the availability of assistive technology solutions;
- design, construct and maintain assistive technology solutions for people with disability where such devices are not available commercially using a small team of skilled volunteers;
- collect and provide information assistive technology solutions for people with disability; and
- liaise with health professionals and their organisations in the development of assistive technology solutions for people with disability; and

- deliver Freedom Wheels program throughout Tasmania by providing customised bikes built to meet the individual needs of each rider.

Learn more about us at [www.tadtas.org.au](http://www.tadtas.org.au)

## Our Values

- **Team:** We are a team who engage through respectful communication and collaborative interactions.
- **Client-Focused:** We are enthusiastic about finding solutions for clients. We listen and are responsive.
- **Creativity:** We value and encourage innovative thinking.
- **Supportive:** We foster an environment that values and recognises contributions from all.
- **Expertise:** We provide clever, high quality, cost-effective products specific to the needs of our clients.

## 2. POSITION PURPOSE

The Technical Coordinator works closely with the Executive Officer and will also work collaboratively with other staff and volunteers in the organisation and other TADs across Australia.

## 3. KEY RESPONSIBILITIES

Work within project guidelines to achieve the key performance indicators.

- Initial follow up to requests for services, including liaison with clients, their carers and health professionals to assess the best technical solutions
- Respond to referrals for Freedom Wheels bikes, including attendance at assessment clinics, oversight of bike builds and deliveries.
- Recruit and support technical volunteers as required;
- Ensure the volunteers' workshop facilities, skills and technical competence complies with current safe working practice;
- Ensure that all assistive technology solutions meet the high technical standards required by TADTas policies, and make recommendations to the Board in relation to quality improvement;
- Work closely with the client, associated health professional and volunteer/s in the development of a workable and safe technical solution and or Freedom Wheels bicycle modifications, specific to the needs of the client;
- In conjunction with the Executive Officer, administer the process of project execution from initial enquiry, assessment, liaison with the client, to final completion and handing over of project and collection of the contracted price of the product from the client;
- Attend meetings of the TADTas Board and provide regular reports and advice to the Board;
- Promote our services and expertise to organisations and individuals that require assistive technology solutions, including Freedom Wheels;

- Develop public awareness and publicity for the activities of TADTas;

## **4. JOB SPECIFICATION**

### **4.1 Knowledge and skills**

- Technical/ engineering background
- Ability to relate to and work with a wide range of people including volunteers, people with disability, health professionals and other members of the public
- Innovative and creative thinker. Ability to analyse problems and devise individual safe solutions.
- Good inter-personal, written and verbal communication skills

### **4.2 Personal Attributes**

- Ability to operate with minimal supervision
- Ability to work harmoniously as part of a small team
- Embraces differences in ideas and approaches;
- Has integrity and is reliable and trustworthy;
- Adapts to changing circumstances and is flexible in meeting end goals;
- Contributes to team spirit by engendering teamwork and co-operation;
- Lateral and pragmatic thinking.

### **4.3 Experience/Qualifications**

- Extensive experience in engineering and technical workshop procedures
- Current driver's licence.

#### **Desirable**

- Lived experience of disability (direct or indirect);
- Knowledge of assistive technology equipment and its application to the needs and benefit of people with disability;
- Experience or familiarity with cycling;
- Experience working with diverse groups of all ages including people of all ages with disability;
- Cultural awareness and knowledge of the Tasmanian community.

## **5. OTHER RELEVANT INFORMATION**

- The employee must comply with TADTas policies, procedures, organisational goals and values. Work in a manner that minimises risk to self, other employees, visitors, contractors, general public and volunteers;
- TADTas makes superannuation guarantee contributions to a complying fund of the employee's choice, with salary sacrifice and packaging options;
- TADTas is an equal opportunity employer; values diversity and encourages applications from indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds;
- All employees are required to maintain confidentiality of client and volunteer information;
- All employees are required to complete a Police Records Check prior to commencing employment and hold a current Working With Vulnerable People clearance;
- The position will involve travel, mainly within the Hobart area but occasionally to other parts of Tasmania and interstate.
- TADTas will reimburse employees for out of pocket expenses incurred, and for the use of private vehicles in the performance of their duties.

This position description is subject to review and may change in accordance with the needs of TADTas.