Role Description
VET Cadet

Cluster	Transport for NSW
Division/Branch/Unit	Human Resources and Business Services/Organisational Development
Classification/Grade/Band	Transport Services Grade 1
Kind of Employment	Term
ANZSCO Code	Not Applicable
PCAT Code	Not Applicable
Date of Approval	28 April 2014

Primary purpose of the role

Develop VET Cadet capability and engagement as they complete their studies and provide organisational experience through rotation placements across the cluster where they gain hands-on experience. As they transition from their programs, VET Cadets will be able to apply for roles across the transport cluster.

Key accountabilities

- Teamwork – Work cooperatively within a team, exchange information and assist other team members to achieve team objectives and work outcomes.
- Safety – Comply with the System Requirement, Safety Responsibilities, Authorities and Accountabilities within the Safety Management System.
- Ethics and Probity – Promote and adhere to the Public Sector Values of Integrity, Trust, Service and Accountability, and the organisation's Code of Conduct and manage business processes to ensure the proactive identification of risk and the review and improvement of systems designed to minimise or eliminate fraud and corruption.
- Collaborative – Build relationships with colleagues and partners outside Transport for NSW, share information and knowledge and skills.
- A strong customer focus – Recognise the importance of customers and ensure their satisfaction is always your top priority, recognise customer needs and make sure promises and commitments are kept, and respond constructively to customer feedback and address issues raised.
- A commitment to equity, diversity and inclusion – Understand, respect and meet the needs of our diverse customer base and workforce, understand the need to challenge discriminatory, unequal or unfair behaviour and act within the principles of equality and inclusion.
- Motivated – Proactively seek out new opportunities for learning and career progression, look forward to challenges, set goals for yourself and when they are met set new ones.

Key challenges

- Combining successful study with challenging workplace projects.
- Understanding and confirming the goals of projects or assignments and working steadily towards them, seeking advice when needed.
- Taking a structured and methodical approach to any task, confirming priorities and ensuring a clear understanding around deadlines.
- Confirming with supervisors/managers that planning and resources have been identified and will be available when needed.
- Listen and share contemporary knowledge whilst acquiring critical workplace experience, safety critical knowledge and/or qualifications, and technical expertise.

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Key relationships

Who	Why
Internal	
Staff	Work collaboratively on projects and within a team to achieve work outcomes
Manager	Receive direction on tasks and feedback on performance

Role dimensions

Decision making

Individual contributor.

Reporting line

Reports directly to the Lead OD Business Partner, Talent Pipeline Programs, Organisational Development.

During rotations VET Cadets will report to the supervisor/manager who has responsibility for the rotation including performance management.

Direct reports

None

Budget/Expenditure

None

Essential requirements

Undertaking a relevant Vocational Education and Training (VET) qualification

Currently completing a qualification or about to commence a qualification at an approved educational institution

Australian Citizenship or Australian work permit

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

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Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Intermediate**
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Foundational**
	Commit to Customer Service	**Foundational**
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Foundational**
	Plan and Prioritise	**Foundational**
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Foundational	• Speak at the right pace and volume for varied audiences • Allow others time to speak • Display active listening • Explain things clearly • Be aware of own body language and facial expressions

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Write in a way that is logical and easy to follow
Relationships Commit to Customer Service	Foundational	• Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Results Plan and Prioritise	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies

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NSW Public Sector Capability Framework	
Group and Capability Level	**Behavioural Indicators**
	• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies