

Position Description

Roads and Maritime Services (Roads and Maritime) is a NSW Government agency delivering safe and efficient journeys throughout NSW, managing the operations and programs of roads and waterways. Roads and Maritime is one of four operating agencies in the Transport Cluster and is committed to building a safe, diverse and inclusive workplace.

For more information go to [Roads and Maritime Services](#)

POSITION DETAILS

Position Title	Works Assistant	Position number	Various
Branch	Regional Maintenance	Grade	Grade 3
Division	Regional and Freight	Location	Various
ANZSCO Code	821511	PCAT Code	1112292
SBR Code	Citizen Employee Base Access	Job Code	TRS009
Human Resources Delegation	Derived	Capex <input type="checkbox"/>	Opex <input checked="" type="checkbox"/>

POSITION CONTEXT

Primary purpose of this position

Works Assistant Grade 3 performs the function of a Quality Assurance Representative (Project Quality Representative), Asset Inspector (Network Inspections) or Contact Surveillance Representative (Surveillance of Contracts) The role also supports works delivery and may be required to carry out duties of a Road Worker Grade 3 or of Works Assistant Grade 1.

Position dimensions

The Works Assistant Grade 3 reports to a line manager together with other award staff.
Accountability Level 4 / WCS Pay Point 7

Operational budget	Nil
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KEY ACCOUNTABILITIES

- Working under limited supervision either in a team environment or working independently, perform a wide range of advanced non-trades functions which have been acquired through experience or formal training to specified standards and tolerances.
- Responsible for the completion of a function or activity to quality specification.
- Ability to deal with routine problems that arise during the course of work without support through the application of acquired knowledge and reference to standard guidelines and manuals. Complex problems are identified and resolved with the assistance of others. Determine the most appropriate means of performing given activities from a wide range of established methods.
- Actively participate in team meetings and processes and pro-actively offer suggestions for improvement.
- Apply interpersonal skills to assist members of the public and other team members to ensure that team processes proceed and that minor conflicts within the team are resolved. Facilitate some team processes within the work unit, provide guidance and on the job training to other team members.
- Understand and demonstrate responsibility for determining the legal framework of WHS in the workplace, apply knowledge of WHS legislation, policies and procedures in the workplace; and maintaining knowledge of WHS legislation, industry and organisational requirements.

KEY CHALLENGES

- Ability to work under minimal supervision and provide guidance to other team members.
- Ability to identify and report environmental hazards in the workplace. Rectify simple hazards without direction and report them accordingly. Participate in Environmental Risk management activities. Select work methods that minimise environmental risk and apply appropriate control techniques. Suggest appropriate modification to standard guidelines where appropriate. Understand and comply with the site environmental management plan. Understand and apply the correct procedures in relation to disposal of waste materials and equipment. The staff member demonstrates knowledge of RMS's commitment to improving environmental performance.
- Ability to understand the quality requirements of the tasks to be performed and the reasons for those requirements. Perform measurements to confirm quality of work and compare the results of engineering plans and specifications. Complete relevant documentation correctly. Achieve basic quality standards and follow established quality procedures within the scope of training provided in the role.

KEY RELATIONSHIPS

Internal

- Team Leader, Works Supervisors and other team members

External

- Industry partners including traffic control, construction and maintenance companies
- Members of the public; Police and other emergency services.

SELECTION CRITERIA

- Proven good communication skills and ability to work effectively, respectfully and cooperatively in a team environment
- Demonstrated responsibility for personal safety and safety of others in the workplace
- Demonstrated ability to understand and follow instructions and work procedures
- Demonstrated previous work experience and skills gained through on-the-job experience or formal qualifications
- Possess all the requirements for Works Assistant Grade 2; and
- Meet all of the Works Assistant Grade 3 compulsory competencies and meet 1 of the Works Assistant Grade 3 elective competencies (refer to Additional Information).

ADDITIONAL INFORMATION

- A probationary period of 3 months may apply to this position.
- It is a prerequisite that applicants possess a current motor vehicle driver licence.
- The successful applicant may be required to work outside normal working hours, attend after hour call-outs, and must be prepared to travel extensively throughout the state and work at locations away from the base station.
- The successful applicant will be required to undergo relevant security and criminal records check prior to appointment.
- Applicants must include in their application the names and telephone numbers of at least two referees who have current knowledge of their work performances.
- It is a requirement that staff live within a reasonable distance from their headquarters.

Works Assistant Grade 3 Compulsory Competencies (meet all criteria)

BSBWOR401A	Establish effective workplace relations
BSBINN301A	Promote innovation in a team environment

Works Assistant Grade 3 Elective Competencies (meet 1 criteria)

RMS WCSQA	Carry out RMS quality assurance
RMS WCSPR	Conduct Surveillance of RMS contracts
RMS WCSRNI	Carry out RMS road network inspection