

Role Description

Aboriginal Vocational Education and Training (VET) Cadet (Identified)

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	People and Culture, People Experience, Talent and Mobility, Entry Level Talent Programs
Location	Various
Classification/Grade/Band	Transport Service Grade 1
Role Number	Various
ANZSCO Code	561999
PCAT Code	1117192
Date of Approval	March 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport we're also committed to creating a diverse, inclusive and flexible workforce, which reflect the community and customers we serve.

Our People and Culture division is focused on our most valuable asset – our people. We're planning for and building a workforce with the advanced skills needed to tackle the challenges of tomorrow. We're also pioneering a values-driven culture that respects individuality, recognises achievement, provides opportunities and puts the customer at the centre of everything we do.

About Talent and Mobility

As we grow and evolve around our customers, TfNSW Talent and Mobility is ensuring our workforce has the skills and capabilities we need to deliver the best outcomes – now and into the future.

We take a proactive and sophisticated approach to sourcing, attracting, selecting and developing the best talent in the market with a real focus on diversity and inclusion.

Primary purpose of the role

During the two year program, the VET Cadet will develop workplace-specific skills, experience, and knowledge that aligns to the VET studies. Organisational experience is provided through work placements across the cluster where VET Cadets can gain hands-on experience relevant to their VET studies.

Key accountabilities

- Work cooperatively within a team, exchange information and support other team members to achieve team objectives and business outcomes
- Build professional relationships with colleagues and stakeholders and promote the sharing of knowledge
- Take responsibility for delivering services which meet customer requirements
- Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints
- Look for opportunities to learn and seek the feedback of others in order to develop skills
- Participate in training and development opportunities facilitated by Entry Level Talent Programs

Key challenges

- Managing successful study with assigned work tasks/projects
- Understanding and clarifying assigned work tasks/projects and proactively seeking assistance when needed
- Taking a structured and methodical approach to an assigned work task/project, confirming priorities and ensuring a clear understanding around deadlines

Key relationships

Who	Why
Internal	
Program Manager	<ul style="list-style-type: none">• Receive direction on program administration, development, learning, and feedback on performance.
Placement Manager	<ul style="list-style-type: none">• Receive direction on work tasks/projects and feedback on performance.• Work collaboratively on work tasks/ projects to achieve business outcomes.
Placement team	<ul style="list-style-type: none">• Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and business outcomes.• Participate in meetings to represent work group perspective and share information.• Participate in discussions and decisions regarding implementation of innovation and best practice.
Entry Level Talent Programs	<ul style="list-style-type: none">• Work cooperatively with the wider Entry Level Talent Programs team to support and promote wider program initiatives.
Entry Level Talent Programs Cohort	<ul style="list-style-type: none">• Share new concepts and different perspectives with each other and build a network of peers across the Cluster.
Other TfNSW divisions and Transport operating agencies and stakeholders	<ul style="list-style-type: none">• Participate in forums, groups to represent agency and share information.• Develop strong relationships and collaborate to facilitate best outcomes for customers.

Role dimensions

Decision making

As per delegations for the role.

Reporting line

This role reports directly to the VET Cadet Program Manager, Talent and Mobility, Entry Level Talent Programs.

Direct reports

None

Essential requirements

Undertaking/or be willing to undertake a relevant Vocational Education and Training (VET) qualification at an approved educational institution.

Be an Aboriginal or Torres Strait Islander person.





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

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	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	Foundational
	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 Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> 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 Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep the team and supervisor informed of work tasks • Use appropriate approaches, including digital technologies, to share information and collaborate with others
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • 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	Foundational	<ul style="list-style-type: none"> • Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology