Role Description
Carpenter

Cluster	Planning, Industry and Environment
Agency	Energy, Environment and Science
Division/Branch/Unit	Lord Howe Island Board
Role number	204
Classification/Grade/Band	LHI Officer Grade 4
ANZSCO Code	331211
PCAT Code	1119192
Date of Approval	December 2021
Agency Website	https://www.lhib.nsw.gov.au/

Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. "Island" as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball's Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board is part of the Department of Planning, Industry and Environment cluster, which was formed in 2019. The cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources of land, water and mining, energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Provide carpentry maintenance and construction for the Board's buildings and facilities to ensure they operate to a safe and functional standard. The Carpenter shall work on a diverse range of built infrastructure including commercial and residential buildings, wharf, fences, roads, bridges and walking tracks.

Key accountabilities

- Undertake routine maintenance on Lord Howe Island Board's various buildings and facilities in accordance with building codes and Australian Standards. Working independently, deliver the Board's preventative maintenance program for buildings and structures.

- Carry out periodic inspection of buildings and structures and prepare condition assessment reports. Using this information, prepare and execute corrective maintenance work packages, and update maintenance plans as required.
- Provide expert technical advice to the Team Leader Asset Management to support major maintenance and asset upgrades.
- Organise and deliver construction project works as directed by the Team Leader Asset Management. When assistance is required on a work site, provide technical guidance and supervision to field officer staff working in a trade assistant capacity.
- Obtain quotes and order materials in accordance with government procurement policy. Maintain adequate stocks of frequently used items to ensure timely replacement.
- Manage carpentry workshop and other work sites to ensure a safe and efficient operation. Maintain non-friable asbestos building materials according to SafeWork NSW codes of practice. Operate a range of tools, plant and equipment as required to support carpentry construction and maintenance tasks.
- Consult with stakeholders and provide carpentry and construction expertise to support the work and activities of other Board work groups, contractors and other Government agencies as required.
- Participate in emergency response and incident management as directed. Implement safety, equity and customer service systems and policies in all aspects of work to ensure that staff, co-workers and internal and external customers are provided with appropriate and safe services and facilities.

Key challenges

- Managing competing priorities to make best use of available staff, equipment, material resources and weather conditions to ensure that works and repairs are completed in a timely manner.
- The position is a part of a small workforce situated in an extremely isolated area and is responsible for a wide range of functions. This calls for an innovative and adaptable approach to cope with many differing demands on resources.
- Applying broad knowledge and experience to work on a wide range of built infrastructure of varying function, age, condition and materials.

Key relationships

Who	Why
Internal	
Team Leader Asset Management	- Escalate issues as required and keep informed of progress. - Agree on priorities; advise and receive instruction. - Participate in meetings to represent work group and share information. - Collaborate on coordination of work.
Other Infrastructure and Engineering Services Team Members	- Collaborate on coordination of work. - Provide practical advice and work towards solutions for building and facility maintenance.
External	
Contractors	Liaise with contractors to ensure successful delivery of agreed services.

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Role dimensions

Decision making

The position operates independently on a day-to-day basis in line with the work program priorities agreed to with the Team Leader Asset Management. The position can undertake emergency building repairs without consulting the Team Leader.

The position independently determines technical standards and applies Australian Building Code requirements for construction repairs and maintenance.

The position assesses and makes recommendations to the Team Leader Asset Management regarding maintenance and construction of buildings or structures and purchase of new equipment.

Reporting line

Team Leader Asset Management

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

1. Extensive working experience in the building and construction industry.
2. Demonstrated knowledge of the Building Code of Australia and ability to interpret plans and specifications. Demonstrated ability to carry out condition assessment and prepare maintenance plans.
3. Demonstrated ability to work alone, and as part of a team.
4. Experience, qualification or ability to obtain qualification in the safe maintenance of non-friable asbestos-containing building materials.

Essential requirements

1. A trade certificate, technical certificate, apprenticeship or recognised equivalent in the building trade group such as Carpenter or Carpenter/Joiner.
2. Current class LR driver licence.
3. The role of the Carpenter is physically demanding, requiring lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of plant and vehicles. The Carpenter must meet the requirements of a specific medical assessment.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
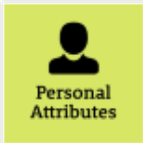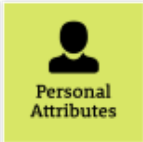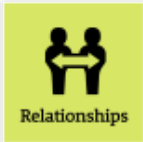
The capabilities are separated into focus capabilities and complementary capabilities

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Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations	Foundational
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities. Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate

Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

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