Role Description
Apprentice Heavy Vehicle Mechanic

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Regional and Outer Metropolitan/ Networks and Assets/ Regional Maintenance
Role number	Generic
Classification/Grade/Band	Apprentice Year 1
ANZSCO Code	323211
PCAT Code	1112192
Date of Approval	July 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 reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Regional and Outer Metropolitan
We engage with our customers and communities to deliver safe and tailored transport choices that connect regional NSW and contribute to strong economic growth and sustainability
We are a division with big responsibilities and ambitions for making regional NSW a better place to live, work and enjoy. We take a holistic view of regional transport. We plan, build and operate our transport network and services with our customer in mind. We improve the efficiency, reliability and safety of transport within and between regional cities and centres.

Primary purpose of the role

The Heavy Diesel Mechanical Apprentice assists workshop staff to conduct repairs, modifications and services of plants, equipment and motor vehicles. This extends to providing mechanical services in order to support the Transport for NSW service operations, both in the field and in the workshop.

This is a four year, limited duration role, which is a part of the Regional and Outer Metropolitan, Apprentice and Trainee Programs.

Key accountabilities

- Comply with responsibilities relating to the terms of the Training Contract as an Apprentice (training attendance and attainment of competencies).
- Complete a qualification in Certificate III in Automotive Heavy Commercial Vehicle Mechanical Technology while working in a full-time capacity.
- Undertake all allocated work to complete the on the job training as supplied by TfNSW.
- Adhere to all Work Health and Safety requirements, and to other TfNSW policies and procedures to ensure compliance and safety in the workplace.
- Demonstrate responsible conduct and a positive manner in the work environment to ensure that the organisation is correctly and favourably presented.
- Undertake work in environments including confined spaces by competently using powered tools, hand tools and other equipment to complete heavy vehicle maintenance.

Key challenges

- Managing self throughout the Program and balancing all commitments relating to the Apprenticeship: fulfilling course work requirements, adhering to Apprentice and Trainee Programs and TfNSW policies, while completing on the job training and delivering assigned tasks in the workplace.
- Developing a work ethic and ability to work collaboratively within teams as part of the induction into the workforce

Key relationships

Who	Why
Internal	
Workshop Area Managers (WAM)	- Report directly for assigned tasks and seek professional development support from WAM in a mentoring capacity
Other Team Members and Tradespeople	- Learn and take direction from qualified tradespeople within the team environment
Apprentice and Trainee Programs Team	- As part of a structured Apprentice and Trainee Programs development schedule, must interact with the team to ensure program requirements are satisfied.
External	
TAFE/ Registered Training Organisations	- Managing relationship with course provider throughout Apprentice and Trainee Programs and delivering outcomes, as per course requirements.

Role dimensions

Decision making

The role operates in a structured work environment that is subject to established policies, procedures and practices underpinned by statutory requirements determined by the relevant reporting line manager.

Reporting line

The role reports and accounts to the relevant reporting line manager either the Workshop Area Manager (WAM) or Mechanical Tradesperson

The Heavy Diesel Mechanical Apprentice must adhere to the Apprentice and Trainee Program policies and procedures, managed by the Apprentice and Trainee Programs Coordinator.

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Demonstrate practical verbal and written communication abilities
- Ability to work in a team environment.
- Awareness of Work Health and Safety in a high risk industry environment.
- Demonstrated basic computer literacy.

Essential requirements

- Completed Year 10 or hold a Record of School Achievement (RoSA) or equivalent.]
- Possess or be in the process of obtaining an Australian motor vehicle drivers licence and be willing to work outside regular working hours if required, as directed by their manager.
- Must comply with the responsibilities relating to the Apprentice Training Contract between TfNSW, NSW State Training, the RTO, the Apprenticeship Centre and the individual. This includes the responsibility of completing structured training, working full-time and the attainment of Certificate III in Automotive Heavy Commercial Vehicle Mechanical Technology.
- Must be willing to rotate through the various TfNSW work locations as part of a comprehensive development program. This may require relocation for development opportunities for limited periods of time as directed by the Apprentice's Manager.

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**.

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	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Behave in an honest, ethical and professional way • Build understanding of ethical behaviour • Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation • Speak out against misconduct and illegal and inappropriate behaviour • Report apparent conflicts of interest	Foundational
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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 • Stay motivated when tasks become difficult	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Speak at the right pace and volume for diverse audiences • Allow others time to speak • Listen and ask questions to check understanding • Explain things clearly using inclusive language • Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow • Use various communication channels to obtain and share information	Foundational
	Work Collaboratively Collaborate with others and value their contribution	• 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	Foundational
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek clarification when unsure of work tasks • 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	Foundational

NSW GOVERNMENT

Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others' health and safety • Escalate issues when these are identified • Follow government and organisational record-keeping requirements	Foundational
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Display familiarity and confidence when applying technology used in role • Comply with records, communication and document control policies • Comply with policies on the acceptable use of technology, including cyber security	Foundational

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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	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	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational