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| **Role Description Fields** | **Details** |
| **Cluster** | **Planning, Housing, and Infrastructure** |
| **Department/Agency** | **Bradfield Development Authority (BDA)** |
| **Division/Branch/Unit** | **Advanced Manufacturing Research Facility (AMRF)** |
| **Role number** | **TBD** |
| **Classification/Grade/Band** | **Apprentice** |
| **ANZSCO Code** | **323412** |
| **PCAT Code** | **1129192** |
| **Date of Approval** | **September 2024** |
| **Agency Website** | **https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure/bradfield-development-authority** |

Agency Overview

The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW. To achieve this, we:

* create vibrant, productive spaces and precincts;
* manage lands, assets and property effectively; and
* deliver affordable and diverse housing.

We strive to be a high performing, world class public service organisation that celebrates and reflects the full diversity of the community we serve and builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities.

The Bradfield Development Authority (BDA) is leading the master planning and delivery of the Bradfield City Centre and will undertake planning for and coordination of key strategic sites across Western Sydney, in collaboration with State and Commonwealth government agencies and with local councils.

The Bradfield City Centre will be a global employment centre attracting international investment and delivering jobs, education opportunities, and enhanced liveability for all residents of Western Sydney. The Authority reports to a Board and the Minister for Western Sydney.

About the team

The Advanced Manufacturing Research Facility (AMRF) is a core part of the BDA’s strategic plan and vision. By delivering state-of-the-art advanced manufacturing facilities within the Bradfield City Centre, BDA is supporting increased industrial activity and driving investment into the new city.

The AMRF is a private subsidiary corporation owned by the BDA and exists to accelerate the adoption of advanced technology for the manufacturing sector.

The AMRF will enable the manufacturing industry and research community to drive productivity improvements, utilise innovative technology, and propel the development of applied research and prototypes into commercial products. The AMRF will support the NSW manufacturing industry by recognising and building on its strengths, bringing new capabilities and markets into reach, and supporting the growth of new high-value jobs.

The AMRF will consist of specialist engineering talent to drive qualified manufacturing solutions through the application of computational design for manufacture, metal additive manufacturing, precision machining, high-value composites, metrology, digitisation, automation, and process control in manufacturing processes.

The AMRF will enhance sovereign manufacturing capability, resulting in significant economic outcomes for Western Sydney and broader NSW businesses, industries, and population.

Primary purpose of the role

# The Apprentice toolmaker performs trade apprentice duties under the general supervision of the Lead Engineer – Precision Machining and Senior Machinist. The Apprentice is required to attend TAFE training one day a week as part of the standard working week.

# Key accountabilities

* Undertake and learn the different aspects of the trade required as part of the apprenticeship under the guidance of a qualified machinist, toolmakers and associated application engineers.
* Attend scheduled TAFE classes and ensure that all necessary TAFE assessments are completed.
* Undertake general duties as required as part of the TAFE curriculum and apply the learnt skills and knowledge in the workplace.
* Work effectively as a member of a high performing team to assist AMRF in its achievement of project outcomes.
* Comply with AMRF workplace policies and procedures and suggest initiatives for further improvement to ensure industry leading standards are maintained.
* Comply with and suggest sustainability practices in the workplace to help achieve AMRF sustainability targets and reduce environmental impact.
* Comply with and report any Work, Health and Safety incidents in line with AMRF’s Work, Health and Safety Charter.

Key challenges

* Utilising design tools and precision machining equipment and across production, research and development projects.
* Working in a highly transparent manufacturing environment delivering high quality outcomes.
* Working alongside application engineers engaging in both the practical and theoretical aspects of tooling design, machining, materials and process control.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | To receive direction, instruction and performance feedback; provide support, training and technical informationEnsure ongoing communication and a professional relationship  |
| Work team | Work collaboratively with technical staff, contribute towards achieving AMRF technical outcomesParticipate in workshop stand-up meetings, contributing to general operational and safety discussions |
| **External** |  |
| External Organisations and Stakeholders  | * Engage and assistance technical staff in providing excellent customer support to represent AMRF in a professional and ethical manner.
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# Role dimensions

## Decision making

Apprentice Toolmaker:

* The position works in accordance with guidelines provided by the Lead Engineer and established AMRF policies and procedures.
* This role does not have formal delegation.
* This role is expected to follow management instructions and uphold the AMRF Code of Conduct, Policies, Procedures, WHS requirements, and sustainability endeavours.
* Take reasonable care of own safety and ensure own conduct does not adversely affect the health and safety of others.
* Project a positive company image, work constructively as an AMRF team member, and report AMRF compliance breaches.

## Reporting line

The role reports to the Senior Machinist

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Completion of compulsory secondary education.
* Must be eligible to enrol in and attend the relevant TAFE trade course.

Ability to travel to the work site in Bradfield (public transport not available until 2026).

Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest | Foundational |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Speak at the right pace and volume for diverse audiencesAllow others time to speakListen and ask questions to check understandingExplain things clearly using inclusive languageBe aware of own body language and facial expressionsWrite in a way that is logical and easy to followUse various communication channels to obtain and share information | Foundational |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Ask questions to explore and understand issues and problemsFind and check information needed to complete own work tasksIdentify and inform supervisor of issues that may have an impact on completing tasksEscalate more complex issues and problems when these are identifiedShare ideas about ways to improve work tasks and solve problemsConsider user needs when contributing to solutions and improvements | Foundational |
| business-enablers | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Display familiarity and confidence when applying technology used in roleComply with records, communication and document control policiesComply 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.

| **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 |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Foundational |
| personal-attributes | 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 |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |