POSITION SUMMARY

The Student Workshop Trainer sits within the School of Engineering and Information Technology (SEIT) and the Technical Support Group (TSG) which is responsible for the delivery of engineering and technical support to the teaching and research activities within SEIT.

The Student Workshop Trainer will provide training support to students and staff of SEIT using a competency based framework centred around fabrication and machining skilling. The position will also provide technical support, principally through design, development, fabrication, commissioning and maintenance of mechanical components and systems. As a member of the TSG, the Student Workshop Trainer will contribute to team initiatives and promote productive working relationships with Faculty and University colleagues, visitors and students.

The Student Workshop Trainer reports to the mechanical Task Supervisor Scheduler. At the direction of their supervisor the position may also be required to report to another member of the academic or professional staff regarding a particular task or project. Apprentices may report to this position as directed.

ACCOUNTABILITIES

At a Level 5 specific accountabilities for this role include:

- Contribute to the design, development, delivery and evaluation of training programs (outsourced and/or in-house)
- Market available training to employees and provide necessary information about sessions.
- Design, prepare and order educational aids and materials.
- Maintain updated curriculum database and training records.
• As appropriate, operate and maintain the teaching and research facilities within an assigned area of responsibility.

• Provide technical advice, guidance, assistance and feedback to academics, technical professional staff and students during their teaching, support, and research projects.

• As appropriate, undertake design, manufacture, fabrication, installation, repair and modification of teaching and research tasks and projects.

• Apply detailed knowledge of policies and procedures in day-to-day work.

• Provide effective mentoring to junior members of technical staff and apprentices within the relevant Technical Support Group.

• Complete tasks assigned by the relevant Technical Group Leader and/or a relevant project team leader in accordance with the assigned schedule of work.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

At a Level 6 specific accountabilities for this role include, in addition to Level 5 accountabilities:

• Partner with internal stakeholders and liaise with experts regarding instructional design.

• Use known education principles and stay up to date on new training methods and techniques. Research and recommend new training methods.

• Select appropriate training methods or activities (for example simulations, mentoring, on the job training, professional development classes)

• Host train-the-trainer sessions for internal subject matter experts.

• Be responsible for the successful delivery of complex technical projects.

• Contribute to team leadership, including positively influencing peers within the TSG, Technical Group Leaders and the Technical Support Group customer base.

• Interpret, advise on and contribute to the development and implementation of policies, systems, manuals, rules, procedures and guidelines.

SKILLS AND EXPERIENCE

At a Level 5 specific skills and experience for this role include:

• Completion of relevant certificate or post-trade certificate and extensive subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience. A trade certificate as a fitter and machinist and a Certificate IV in Training and Assessment would be highly regarded.

• Demonstrated experience in CNC machining and the use of CAM software including the ability to produce detailed engineering drawings using CAD software packages and the ability to design for and operate injection moulding and/or rapid prototyping systems such as 3D printing or laser engraving/cutting.

• Demonstrated ability to contribute to the design, development, delivery and assessment of practical and theoretical technical training.

• Demonstrated ability to work as a team member or independently as required in a training and workshop environment whilst being able to establish priorities and manage moderately complex tasks.
• Good written and verbal English communication skills, with a demonstrated ability to communicate and interact effectively and respectfully with people from widely differing backgrounds at a technical level.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and EEO principles and a commitment to attending relevant health and safety training.

At a Level 6 specific skills and experience for this role include:

• A relevant degree with subsequent relevant experience, or extensive technical experience comprising specialist and technical management roles and a relevant trade certificate, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

• Significant demonstrated experience in CNC machining and the use of CAM software including the ability to produce detailed engineering drawings using CAD software packages plus demonstrated experience with injection moulding and/or rapid prototyping systems such as 3D printing or laser engraving/cutting.

• Demonstrated experience with the design, development, delivery and assessment of practical and theoretical technical training plus the ability to review and improve training methods.

• Demonstrated ability to establish priorities and manage moderately complex tasks with a high degree of autonomy in a team environment.

• Excellent written and verbal communications with a demonstrated ability to communicate and interact effectively and respectfully with people from widely differing backgrounds and at a technical level.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and EEO principles and a commitment to attending relevant health and safety training.

PROGRESSION CRITERIA

Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

1) The incumbent will be expected to have reached the top step of Level 5 prior to progression to Level 6; and

2) The incumbent will be expected to have been at the top step of Level 5 for 12 months prior to progression to Level 6;

3) Criteria for progression to Level 6 will be based on satisfactory performance of all responsibilities and behaviours at Level 5, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 6; and

4) Work at Level 6 is available and required by the work unit on an ongoing basis.