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POSITION DESCRIPTION

Apprentice – Fitter & Machinist

Faculty/Division	School of Science
Classification Level	
Hours & Span (Category)	J - Trades Staff & Grounds Staff
Position number	Click or tap here to enter text.
Shiftwork status	NOT SHIFTERWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	14 August 2024

Position Summary

As a member of the workshop team the Apprentice will contribute to team initiatives and promote productive working relationships with School and University colleagues, visitors and students.

The role of apprentice reports to the Workshop Supervisor.

Accountabilities

Specific accountabilities for this role include:

- Undertake duties associated with the trade of fitting and machining.
- Undertake duties associated with the learning of skills associated with metal fabrication, welding, sheet metal work and carpentry.
- Undertake instructional formal training at a registered technical college to learn the trade of fitting and machining.
- Perform other relevant duties as assigned by the Workshop Supervisor.
- Contribute to team initiatives and assist colleagues as necessary.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

Skills and Experience

- Completion of a Year 10 Certificate (or equivalent) to meet TAFE minimum entry standards for apprentice tradesperson (Fitting and Machining) courses and be over 18 years of age.
- A demonstrated aptitude and interest in mechanical technology, metalwork or woodwork.
- Capacity and willingness to work as part of a team.
- Capacity to fulfil both on the job and TAFE training components.
- 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 commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.