

## Drafting Officer

Position Detail			
<b>Reports To</b>	Drafting Services Team Lead	<b>Group</b>	ANS, C&BP, MS
<b>Classification</b>	TO Band 3	<b>Location</b>	Various
<b>Reports – Direct Total</b>	Nil		

### Organisational Environment

Airservices is a government-owned organisation providing safe, secure, efficient, and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue fire-fighting services at 27 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

As a **Draftsperson Technician Band 3**, you will design, produce, and maintain technical drawings which depict both current and proposed equipment, facilities, and systems to support the provision of Air Traffic Services.

## Accountabilities and Responsibilities

### Position Specific

- In a maintenance/project service delivery context undertake technical drawing activities in accordance with prescribed standards, processes, and procedures.
- Maintain the integrity and accuracy of the data contained within the drawing management system "Dataviewer" with an awareness and understanding of the impact that work undertaken can have on Airservices systems.
- Actively identify opportunities for continuous improvement of service delivery and work practices.

### People

- Maintain an effective working relationship with other Airservices staff to ensure there is effective coordination of all activities in support of organisational objectives

### Compliance, Systems and Reporting

- Take part in the implementation of enterprise governance systems and policies, including safety, environmental, work health and safety, risk, and compliance
- Ability to obtain an Aviation Security Identification Card
- Australian Citizenship (requirement for Defence Baseline Security Clearance)

### Safety

- Demonstrate safety behaviours consistent with enterprise strategies and documented processes.

## Key Performance Indicators

### Efficient, Effective and Accountable

- Clear, accurate, easily interpretable, and readily available technical drawings
- Relevant system documentation kept up to date.

### Safety

- Compliance with safety, risk, environmental and any other standards

## Key Relationships

- Team Leader – Assignment of day to day work, HR assistance, training and development
- Band 5 technicians - supervision/mentoring/advice coordination and allocation of work.
- System Technical Advisors – technical support activities including investigations and assurance tasks
- Internal Customers - Field technical and engineering staff and project officers.

## Skills, Competencies and Qualifications

Minimum academic qualifications at the Associate Diploma level in one or more of the following:

- Radio engineering
  - Communications engineering;
  - Electrical engineering;
  - Electronic engineering;
  - Computer science; or
  - Information technology
  - Qualifications equivalent to the above.
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- Experience using MicroStation and /or AutoCAD software.
  - Demonstrated oral & written communication skills with the ability to converse on technical & people related matters.
  - Apply knowledge and understanding of the equipment, policies, procedures, instructions, and other relevant documentation, appropriate to the position.
  - Plan, organise and perform activities and tasks with some level of guidance, for cost effective outcomes
  - Work with some level of technical guidance, in the maintenance/project and/or support of the national airways system and associated equipment.

## Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect, and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential, or perceived conflict of interest
- Behaving in a way that upholds our vision, mission, and values, and promotes the good reputation of Airservices.