

## Position Description

# Apprentice

*Position Number: 00023324*  
*Position Title: Apprentice*  
*Date Written: October 2019*

*Faculty / Division: UNSW Canberra*  
*School / Unit: School of Science*  
*Position Level: Apprentice*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

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

The role of apprentice reports to the Workshop Supervisor, School of Science.

## RESPONSIBILITIES

Specific responsibilities for this role include:

1. Undertake duties associated with the trade of fitting and machining.
2. Undertake duties associated with the learning of skills associated with metal fabrication, welding, sheet metal work and carpentry.
3. Undertake instructional training at a registered technical college to learn the trade of fitting and machining.
4. Perform other relevant duties as assigned by the Workshop Supervisor.
5. Contribute to team initiatives and assist colleagues as necessary.
6. Comply with all University policies and procedures.
7. Demonstrate compliance with the UNSW Behaviours.
8. Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## SELECTION CRITERIA

1. Completion of a year 10 Certificate (or equivalent) to meet TAFE minimum entry standards for apprentice tradesperson (Fitting and Machining) courses, including passes in Mathematics, Science, English and Industrial Arts.
2. A demonstrated aptitude and interest in mechanical technology, metalwork and woodwork. Please outline a recent creation/ build/ project.
3. Capacity and willingness to work as part of a team.
4. Capacity to fulfil on-the-job training components.
5. Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*