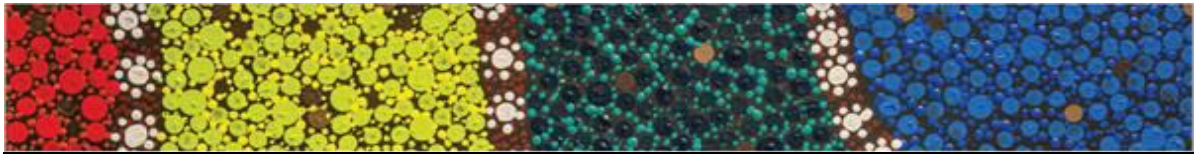
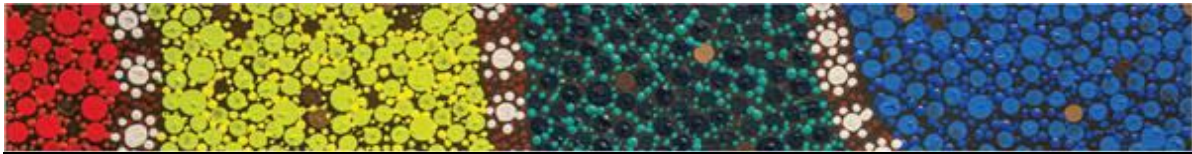


Weighbridge Test Unit Operator

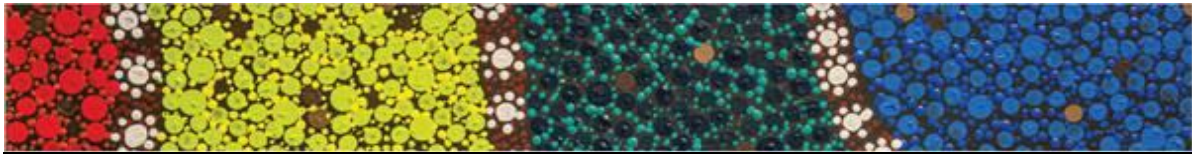
Position Number	AES10-25
Position Title	Weighbridge Test Unit (WTU) Operator
APS Classification Range	APS3/4
Location	Sydney
Division	National Measurements Institute
Branch	Legal Metrology Branch
Security clearance	Baseline
About the Role:	
Primary Job Function	Regulation/Compliance
Role Purpose	<p>WTU Operators are responsible for undertaking risk assessments, site safety inductions, and liaising / negotiating with site safety representatives prior to the commencement of inspection audits at trader premises. They report and remediate safety hazards relating to their own equipment, and engage with site controllers to ensure the safe conduct of measuring instrument testing while on customer's premises. Businesses may be visited as a result of a complaint or enquiry, or as part of the trade measurement compliance program</p>
Core responsibilities	<p>WTU Operators provide a critical role to LMB's compliance program and the monitoring of the approximately 7,000 weighbridges that are used of trade in Australia. They operate and maintain the Legal Metrology Branch's (LMB) Weighbridge Test Units (WTU) and associated testing equipment.</p> <p>This is a list of primary duties and responsibilities that are typically performed in this role under general supervision:</p> <ul style="list-style-type: none"> • Working as part of a team, conduct inspections and testing of complex measuring instruments to assess compliance with trade measurement legislation; • Operate the LMB's Weighbridge Test Units, typically consisting of a rigid body truck, dog trailer loaded with 1 tonne and 500 kg weights and a forklift with a high level of accuracy, precision and safety in complex and challenging environments;



	<ul style="list-style-type: none"> • Manage stakeholder relationships with site controllers and site safety coordinators to facilitate efficient execution of site weighbridge audits; • Interpret and apply legislation relating to local state and federal road transport and safety legislation; • Undertake multi-faceted risk assessments relating to sites and testing capabilities; • Responsible for the maintenance of machinery equipment, including servicing and repairs and the maintenance, storage and transporting of legally traceable reference standards used in the course of regulatory operations to support compliance outcomes; • Provides input into the development of the National WTU Program, including liaising with regional and operational Supervisors and Inspectors to ensure the identification of high risk sites and the development of schedules to maximise the efficient use of resources.; • Provides assistance in the investigation of possible breaches of the National Measurement legislation and, when necessary, appear in court as a prosecution witness; • Supports and provides guidance on procurement of high value operational assets and equipment; • Supports more experienced trade measurement inspectors in the coaching and development of staff in the testing of complex measuring instruments; • Monitors, identifies and reports on matters relating to the operational effectiveness of the WTU and associated plant and equipment; • Practices and ensure safe working practices are followed at all times, including conducting a documented risk assessment at each site to identify and eliminate possible risks.
<p>Demonstrated Behaviours</p>	<p>Working under the general supervision of and reporting directly to the WTU Program Coordinator, the WTU Operator works both independently and with local trade measurement inspectors to test and audit weighbridges for accuracy and compliance with trade measurement legislation.</p>
<p>APS Integrated Leadership System</p>	<p>APS Integrated Leadership System</p>

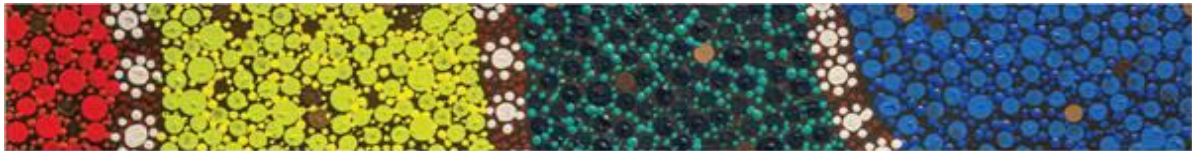


<p>Preferred knowledge</p>	<ul style="list-style-type: none"> • Demonstrated ability to operate safely and efficiently all components of the National Trade Measurement’s Weighbridge Test Units and associated plant and equipment with a high level of accuracy and precision in a variety of environments. • Knowledge of, or the ability to rapidly acquire knowledge, of workplace health and safety issues particularly in relation to industrial work places and apply safe work practices in all work situations and activities.
<p>Role specific knowledge</p>	<p>WTU Operators provide a critical role to LMB’s compliance program and the monitoring of the approximately 7,000 weighbridges that are used of trade in Australia. They operate and maintain the Legal Metrology Branch’s (LMB) Weighbridge Test Units (WTU) and associated testing equipment</p>
<p>About the Candidate: The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:</p>	
<ul style="list-style-type: none"> • Demonstrated ability to operate safely and efficiently all components of the National Trade Measurement’s Weighbridge Test Units and associated plant and equipment with a high level of accuracy and precision in a variety of environments. 	
<ul style="list-style-type: none"> • Demonstrated analytical and problem solving skills including the ability to use logic, reasoning and evidence to identify and respond to problems. 	
<ul style="list-style-type: none"> • Ability to interpret and apply legislation. 	
<ul style="list-style-type: none"> • The ability to work productively in isolation in a small team, with a high level of attention to detail and accuracy. 	
<ul style="list-style-type: none"> • Sound interpersonal, oral and written communication skills including the ability to manage difficult conversations with confidence and the ability to identify and forward opportunities for process improvement. 	
<ul style="list-style-type: none"> • An ability and willingness to learn and apply new skills and knowledge, including National Instrument Test Procedures and National Test Procedures. 	
<ul style="list-style-type: none"> • Ability to manage and undertake maintenance on vehicles, equipment and reference standards. 	



Background Information and Context

<p>The Organisation:</p>	<p>The National Measurement Institute is the Australian Government’s national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia’s measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.</p> <p>Measurement is integral to a successful economy and to the progress of innovation and science. Our work adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia.</p>
<p>The Team & the Role:</p>	<p>The Legal Metrology Branch (LMB) plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards.</p> <p>Integral in supporting inspection activities of higher capacity equipment, the LMB employ transport and logistics specialists, Weighbridge Test Unit Operators, to mobilise heavy vehicles and testing equipment which are used in measuring instrument tests.</p> <p>WTU Operators provide a critical role to LMB’s compliance program and the monitoring of the approximately 7,000 weighbridges that are used of trade in Australia. They operate and maintain the Legal Metrology Branch’s (LMB) Weighbridge Test Units (WTU) and associated testing equipment.</p>
<p>The Attractions:</p>	<p>WTU Operators spend most of their time in the field undertaking audits and inspections, and will be required to travel throughout Australia. Significant amounts of nationwide travel (for periods of up to 3 weeks at a time) is required in order to meet operational requirements.</p> <p>Various degrees of physical activity are required to perform the job role, including the regular use of the WTU forklift and the lifting of masses and other testing equipment.</p>



Links to provide additional information about the Department & Division

[About the Department of Industry Science Energy & Resources](#)
[DISER Org Chart](#)
[National Measurement Institute](#)
[Salary Ranges - Enterprise Agreement](#)

HOW TO APPLY FOR THIS POSITION

Thank you for your interest in applying for this position with the Department of Industry, Science, Energy and Resource.

The Aboriginal Employment Strategy (AES) is supporting the Department to recruit for this position along with a large number of positions nationally that are part of an Affirmative Measure – Indigenous.

What this means is that **only Australian Aboriginal and Torres Strait Islander people can apply for these roles**. It is a strategy that is used to create specific employment opportunities for Aboriginal and Torres Strait Islander people. It is also a strategy to increase the number of First Nations Australian people employed by the Australian Public Service.

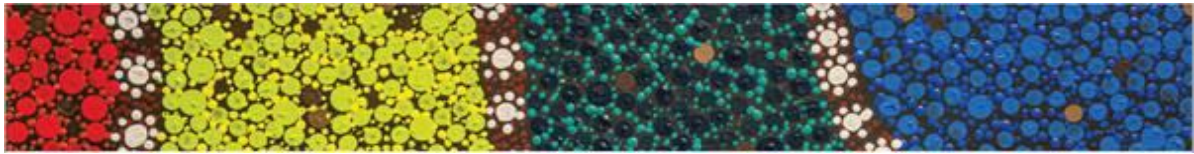
You must also be an Australian Citizen.

We have prepared some helpful information below to support you to prepare and complete the application.

Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

Key information is contained in this information pack about Department of Industry, Science, Energy and Resources including a detailed Position Description for this role.

Please read all of the attached information before completing your application.



SUBMITTING YOUR APPLICATION:

Application Closing date & time:	Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)
Email your application to:	Email address: talent@aes.org.au
Subject heading in email:	Quote the Job position number and job title

Extensions may be granted for extraordinary circumstances, but this is at the discretion of the recruitment team.

Acknowledgment of Applications

We will confirm receipt of your application by a return email to your email address. Please make sure you check your emails regularly as this will be the address that we communicate with you on in relation to your application. We may also contact you via phone, so please ensure your contact details are up to date on your CV.

When will I hear back about my application?

People are selected for Australian Public Service jobs on the basis of merit, which means we look carefully for evidence of your skills, abilities and experience and how well you fit the job requirements, compared with other applicants. This ensures the best applicant is selected for the job. This comparison may be based on your CV, a written application, an interview and/or other assessment methods. Because of this, the recruitment process may take longer for APS jobs than other jobs.

When applying for an APS job, you can ask the contact person about the expected timeframe on receiving notification regarding the outcome of your application.

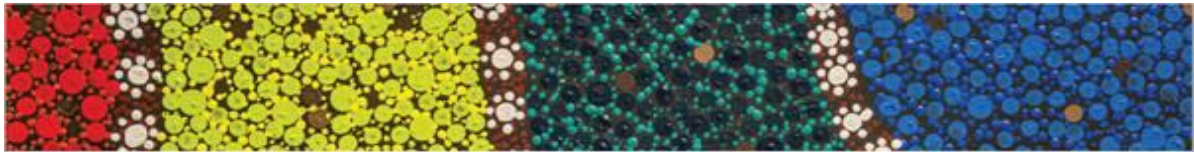
TIPS FOR PREPARING YOUR APPLICATION

How to prepare your Pitch

You will need to prepare and attach a 2 page Pitch when you apply for this position.

What is a pitch?

Your pitch is your chance to tell the Department why you are the right person for the job.



We want to know:

- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

Tell us why we should hire you! Don't be shy, showcase yourself to us!

We also care about how your personal qualities add value to the role. Tell us about you.

Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Provide relevant examples from your work, study or community roles. It is important to provide evidence to back up your claims that you can do something. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

Be clear and to the point. Use plain English.

Read over your final draft and check for grammar, spelling and punctuation.

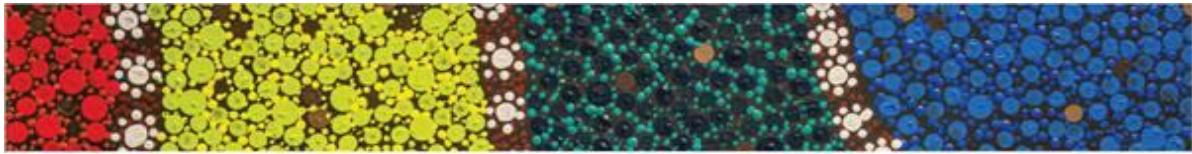
Remember to stick to the page limit. Two (2) pages in total for your pitch.

How to prepare your CV

You will need to attach a current CV when you apply for this position.

Your CV should include:

- **Employment History:** List all employment beginning with your current or most recent employer, together with start and finish dates of positions held and a brief summary of responsibilities and achievements.
- **Further Work Related Activities:** Provide details of any other activities which may relate to the position to support your application such as volunteer experience.
- **Education and Qualifications:** List all relevant education undertaken. Include: the name of the institution, dates attended and the qualification achieved. If you are invited to participate in an interview, you will be required to present the original or certified copies of your qualification/s.



- **Referees:** Provide the names, position titles and telephone numbers of two referees who can provide information about how you meet the requirements of the position. It is preferable that one of your referees is your current supervisor. Please obtain permission from your referees before you nominate them.

APPLICATION CHECKLIST:

- Pitch document – up to 2 pages**
- Updated CV with current contact details**
- Details of two referees** – (one should be your current supervisor/or most recent supervisor)

If you are invited to an interview and are the recommended applicant, you will be required to:

- Provide confirmation of Aboriginal and/or Torres Strait Islander descent.**

If you are unsure of what evidence you will be required to submit, please contact us and we can discuss the many options that are accepted.

- Obtain and maintain a security clearance at the required level.**

A security clearance involves pre-employment and background checks. Some jobs require a security clearance because of the type of issues or information dealt with in the job. The timeframe for starting a job may be longer, depending on the level of security clearance required. Don't let your current level of clearance, or the fact that you don't have one, deter you from applying. This will occur at the end of the recruitment process.

Further Information or Support

If you require further information regarding the position or advice in relation to the application process, please contact Jamie Hardy on telephone number (02) 8571 0999 or email at talent@aes.org.au before the closing date.

We are here to help in anyway.

Further reading

If you would like to read more about the Department, its commitment to First Nations Employment and Reconciliation here are some other key documents.

[Click here to read the Reconciliation Action Plan](#)

[Click here to read the Aboriginal and Torres Strait Islander Employment Strategy](#)