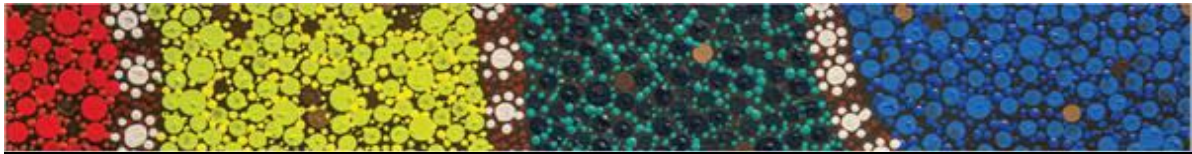
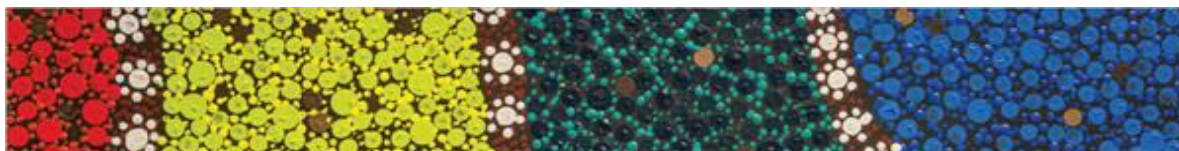


Assistant Trade Measurement Officer – 2 positions

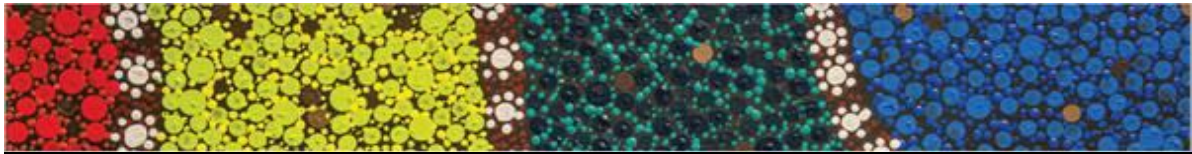
Position Number	AES10-26
Position Title	Assistant Trade Measurement Officer – 2 positions
APS Classification Range	APS4
Location	Darwin, Sydney
Division	National Measurements Institute
Branch	Legal Metrology Branch
Security clearance	Baseline
About the Role:	
Primary Job Role	Trade Measurement Officer 1
Role Purpose	<p>Trade Measurement Officer 1 (TMO1) role is a position in which staff develop skills to conduct inspections at businesses throughout Australia to ensure trading practices, instruments used for measuring trade transactions, and pre-packaged goods are accurate.</p> <p>This is achieved through the testing, auditing and monitoring of measuring instruments, trading practices, and pre-packaged products.</p>



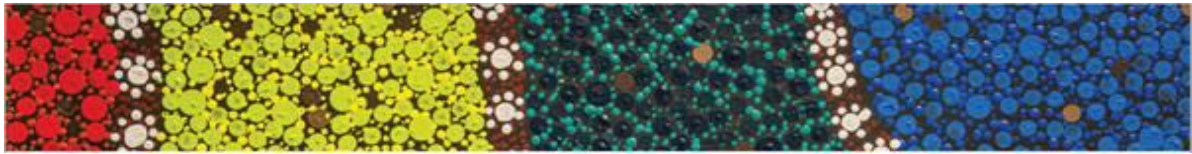
<p>Core responsibilities</p> <p>APS Integrated Leadership System</p>	<ul style="list-style-type: none"> • Working as part of a team, plan and conduct inspections of businesses and licensees to assess compliance with trade measurement legislation. • Test and audit measuring instruments, monitor trading practices, and inspect and test pre-packaged products to determine compliance. • Collect fuel samples and arrange for their safe transportation to a screening facility. • Support the outcomes of other government agencies through the delivery of interagency Memorandums of Understanding (MOU's). • Under direction, participate in opportunities to develop competence in conducting tests of more complex instruments, including but not limited to weighbridges. • Under supervision, develop skills and capabilities in assessment of quality systems (qualitative assessments). • Investigate straightforward matters including undertaking interviews and provide assistance to investigators on moderately complex matters. • Under supervision, prepare correspondence, briefing minutes and submit enforcement action recommendations, and assist in monitoring compliance with legislated requirements, including participating in follow up visits. • Provide advice to licensees, businesses and consumers on straightforward regulatory and compliance matters. • Develop skillsets under supervision to undertake competency assessments of Servicing Licensees and Verifiers. • Maintain accurate records and practice appropriate document management in line with NMI policy, security, privacy and legislative requirements. • Perform research within sectors, industries, product categories and businesses to inform inspection, investigation and compliance action. • Conduct monthly equipment and safety inspections and have responsibility for scheduling vehicle maintenance services. • Maintain the tools, instruments and equipment required to conduct testing and auditing activities
<p>Preferred knowledge</p>	<p>A forklift and/or truck licence is desirable</p>



Role specific knowledge	This is a list of mandatory professional qualifications, certifications or licenses required under legislation or policy to undertake the role.
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:	
The ability to learn and apply legislation in a regulatory environment, including the use of delegated powers	
The ability to work productively in isolation or as a member of a small team	
Strong communication skills including the ability to manage difficult conversations with confidence	
The ability to use logic, reasoning and evidence to identify and respond to problems	
A high level of attention to detail and the ability to maintain accurate records	
An ability and willingness to learn and apply new skills and knowledge.	
Mandatory qualifications may be required prior to entering the role or need to be acquired within a certain period from commencing in the role (the timeframe will be specified). <ul style="list-style-type: none"> • Certificate IV in Government Investigations; • Certificate IV in Trade Measurement; • Current Australian driver's licence for motor vehicles; • Inoculations / vaccinations to perform job role. 	
Background Information and Context	
The Organisation:	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. 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.
The Team & the Role:	The Legal Metrology Branch 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



	<p>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>We also support the outcomes of other government agencies, undertaking inspection and audit activities through memoranda of understanding.</p> <p>Reporting to a more Senior Trade Measurement Officer, the Trade Measurement Officer 1 (TMO1) role is a position in which staff develop skills to conduct inspections at businesses throughout Australia to ensure trading practices, instruments used for measuring trade transactions, and pre-packaged goods are accurate. This is achieved through the testing, auditing and monitoring of measuring instruments, trading practices, and pre-packaged products. Working with a more senior officer, they inform businesses about their trade measurement obligations. Where there has been a breach of the law they recommend appropriate and proportionate enforcement action is taken. Businesses may be visited without notice as a result of a complaint or enquiry, or as part of a trade measurement compliance program.</p>
<p>The Attractions:</p>	<p>Trade Measurement Officers spend most of their time in the field undertaking field based inspections, and may sometimes be required to travel which could involve overnight stays away from home.</p> <p>A TMO1 employee will gain exposure to a wide variety of businesses and measuring instruments, developing and broadening their knowledge and experience while gaining the capability needed for future advancement to a higher level position. Various degrees of physical activity are required to perform the job role, including lifting of masses and testing equipment. Examples of lower complexity instruments include shop scales at a supermarket or petrol pumps at a fuel retailer, while weighbridges used at industrial sites and belt weighing devices for ship loading at wharfs are examples of more complex measuring instruments.</p>
<p>Link to additional information about the role or division</p>	<p>About the Department of Industry Science Energy & Resources DISER Org Chart National Measurement Institute Salary Ranges - Enterprise Agreement</p>



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.

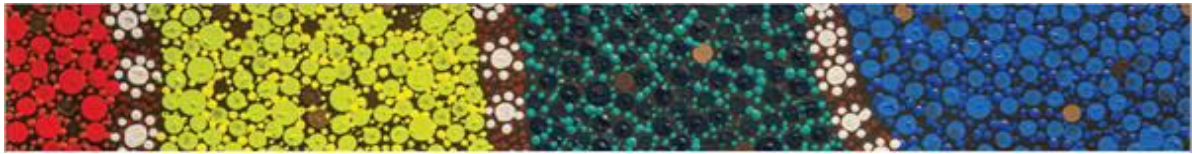
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

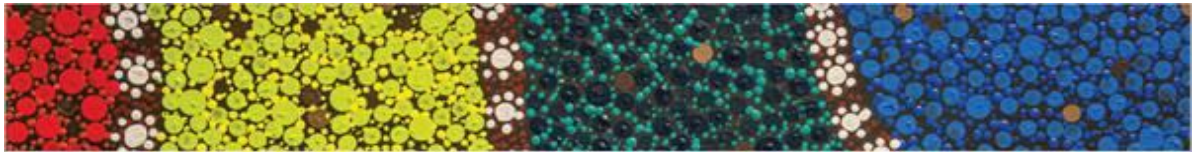
We want to know:

- 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 shame, 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

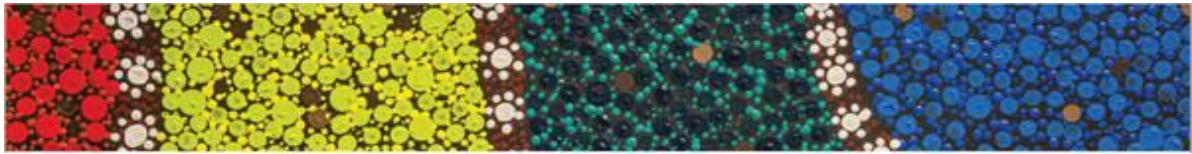
You will need to attach a current CV when you apply for this position.

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](#)