

POSITION DESCRIPTION	
Position Title: 1 st Year Carpentry Apprentice	Division: Engineering
Reports To: Building Team Leader	Workplace level: First year apprentice is classified as 75% of Sovereign Hill EBA Level 7
Loading: Full Time	Special: Includes tertiary study offsite Will be required to be available to work weekends, public holidays and school holidays
Position Created: 11 January 2010	Position Review date: 21 December 2017

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based museum organisation which includes: Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

The Department/Area

The Engineering Department is responsible for constructing, maintaining all buildings and displays across Sovereign Hill, Sovereign Hill Hotel, Gold Museum and Narmbool. All works must be carried out with minimal disruption to the daily operation of the outdoor museum so as not to interfere with the visitors experiences. Works are also carried to historical standards of heritage building construction standards as they pertain to our era and modern standards. The Engineering Maintenance team consists of approximately 13 staff and delivers services 5 days per week, and weekends if required.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor’s experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums

Responsibility

We will be a socially and environmentally responsible business and employer

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The 1 st Year Carpenter Apprentice is responsible for assisting the building team with constructing and maintaining building and renovation works across all areas of Sovereign Hill. A combination of onsite and offsite training will be required to complete the apprenticeship.

DIRECT REPORTS
<ul style="list-style-type: none"> • Nil

WORKS CLOSELY WITH
<ul style="list-style-type: none"> • Services and Maintenance Manager • Building Team Leader • Services and Maintenance Team Members

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Carpentry	<ul style="list-style-type: none"> • Learn and acquire the skills to use basic tools and equipment used in carpentry including all hand tools and most building power tools • Acquire a working knowledge and understanding of the requirements relating to the current Building Regulations and OHS standards • Under direct supervision assist with the construction of building and renovation projects • Under direct supervision moving to general supervision assist with building maintenance • Obtain and apply the skills and knowledge required to follow maintenance programs • Acquire the basic knowledge to understand and communicate technical data from plans • Assist the building team with programmed work • Gain and apply a basic understanding of historical standards of heritage building construction • Use the knowledge and skills gained from onsite and offsite training to assist with carpentry, building and maintenance work relevant to the 1850s
Apprenticeship/ Course Work	<ul style="list-style-type: none"> • Enrol in and undertake the course requirements of Certificate III Carpentry • Ensure attendance at all required offsite and onsite training sessions • Ensure course work is thoroughly completed and handed in by due dates • Ensure attendance at all compulsory examinations • Ensure completion of all required documentation relating to the traineeship including VECCI forms, TAFE enrollment forms etc, by due dates • Immediately seek assistance and/or additional tutoring/explanation when required
Teamwork	<ul style="list-style-type: none"> • Ensure work areas are well presented and free from hazards • Work cohesively with all team members • Participate in induction, TAFE course work and other training as required
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ The Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ SHMA policies and procedures ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
	<ul style="list-style-type: none"> • Participate in performance reviews, meetings and staff training and professional development as and when required • Champion, advocate and enforce all organisational policies, procedures and practices • Foster a culture which values safety as primary consideration in all activities. • Any other relevant tasks as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Previous experience in Carpentry/laboring/maintenance etc. would be highly regarded • Some knowledge and understanding of Carpentry would be advantageous • Must possess a genuine interest in Carpentry • Good communication skills to ensure a safe working environment • Excellent time management skills with ability to do tasks within a time frame • A demonstrated awareness of OHS requirements when using tooling and machinery • Ability and willingness to undertake the required on site and off site training • Ability to work across flexible rosters including weekends, public holidays and school holidays

QUALIFICATIONS
<ul style="list-style-type: none"> • Completion of a pre-apprenticeship course would be highly regarded

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with Children Check • Police Check

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none"> • This position is quite physically demanding as building construction and maintenance requires the incumbent to climb ladders, bend down low, lift heavy loads (within required limit restrictions), push wheelbarrows etc. In order to meet the inherent duties and responsibilities of the position, the incumbent must be physically capable of performing these duties. A pre-employment medical is required before commencement.

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTIONChris Hutton

Director Engineering & Infrastructure

Signature_____
Date of approvalMark Karlovic

Head People Performance and Legal

Signature_____
Date of approval**EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name_____
Employee Signature_____
Date