

Position Description:

Trade Measurement Officer (APS 4)

Job Family:	Regulation and Compliance
Job Function:	Regulation/Compliance
Job Role:	Assistant Trade Measurement Officer / Trade Measurement Officer
Classification:	APS 4

Who we are and what we do

The **National Measurement Institute** (NMI) is the Australian Government's national authority on measurement. We play a fundamental role underpinning 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 supports the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia. We provide assurance that Australia's measurement system is fit for purpose, and evolves in line with advances in science and technology and with the changing measurement needs of NMI's stakeholders in government, industry, business, and research.

As an employer of choice, NMI and the Department of Industry, Science and Resources (DISR) values the different skills, knowledge and perspectives our employees bring. We're committed to a safe and healthy working environment that provides an equal opportunity to participate, contribute and progress. The pay and conditions page on www.industry.gov.au outlines some of the benefits of working here, including our inclusive and flexible workplace culture.

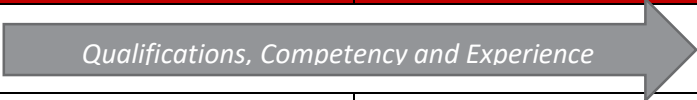
NMI's **Legal Metrology Branch** (LMB) plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ Trade Measurement Officers (TMO's) who check that measuring instruments (for example, weighing instruments, fuel dispensers and weighbridges) are accurate, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards. TMO's provide advice and guidance to businesses on better measurement practice and enforce legislative requirements.

NMI provides measurement infrastructure, services and advice that support whole of government outcomes. Experienced TMOs in LMB are likely to have an opportunity to undertake certain inspection and audit activities on behalf of other government agencies.

Role definition

Commencing as an Assistant TMO (ATMO), inductees are provided with a structured learning and development program to support them in gaining the necessary skills and qualifications to progress to the appointment of an Inspector under section 18MA of the National Measurement Act 1960.

Progression to the appointment of trade measurement inspector occurs after achieving competency in a variety of learning modules, including *PSP40416 Certificate IV in Government Investigations* and *PSP40516 Certificate IV in Government-Trade Measurement*, typically within 12-18 months of commencement.

Assistant Trade Measurement Officer APS4	Trade Measurement Officer APS4
	
<i>Structured Learning and Development (on the job and classroom based) to achieve appropriate qualifications, including PSP40416 Certificate IV in Government Investigations and PSP40516 Certificate IV in Government - Trade Measurement.</i>	<i>Appointment as a Trade Measurement Inspector under section 18MA of the National Measurement Act 1960 - working independently, under general direction / supervision.</i>

Working with and reporting to an experienced officer, the ATMO role is a position in which staff develop skills through a structured learning and development program to conduct inspections at businesses throughout Australia, ensuring trading practices, measuring instruments used for trade transactions, and pre-packaged goods are accurate. Where there has been a breach of the law they collect evidence to make recommendations for appropriate and proportionate enforcement action. Role holders also inform businesses about their trade measurement obligations.

ATMOs will gain exposure to a wide variety of businesses and measuring instruments, developing and broadening their skills, knowledge and experience while gaining the capability needed for appointment as an inspector. Various degrees of physical activity are required to perform the job role, including lifting of weights and the testing of measuring equipment and packaged goods. Inoculations or vaccinations may be required to perform certain aspects of the job role. These may include Q-Fever, Hepatitis A, Hepatitis B and Tetanus.

A diverse range of businesses may be visited without notice as a result of a complaint or enquiry, or as part of a trade measurement compliance program. Some inspection activities will require our staff to undertake “secret shopper activities” to determine business compliance. ATMOs and TMOs spend most of their time in the field undertaking field based inspections/ testing, and sometimes travel requirements may necessitate overnight stays away from home. An essential criteria of the role is to hold a current and valid driver’s licence, and be able to drive an automatic vehicle.

ATMOs and TMOs are provided with the necessary equipment, tools and personal protective equipment (PPE) to support safe working practices.

Upon appointment as a Trade Measurement Inspector, TMOs are generally required to work independently, undertaking audit and inspection activities of moderate complexity, working under general direction of their supervisor. TMOs have the opportunity for future advancement to a higher level position.

Typical duties and responsibilities

This is a list of primary duties and responsibilities that are typically performed in this role under general direction / supervision:

- Working as part of a team, plan and conduct inspections of businesses and licensees to assess compliance with measurement legislation.
- Test and audit measuring instruments, monitor trading practices, and test pre-packaged products to determine compliance. Provide advice to licensees, businesses and consumers on straightforward regulatory and compliance matters.
- Investigate straightforward matters including undertaking interviews, and provide assistance to more experienced officers on moderately complex matters.
- Prepare correspondence, briefing minutes and submit enforcement action recommendations (using agreed formats), and assist in monitoring compliance with legislated requirements, including participating in follow up visits.
- Collect fuel samples and arrange for their safe transportation to a sampling laboratory.
- Support the outcomes of other government agencies through the delivery of agreed interagency inspection and compliance programs.
- Participate in opportunities to develop competence in conducting tests of more complex instruments, including but not limited to weighbridges and flowmeters at fuel depots.
- Develop skillsets under supervision to undertake competency assessments of Servicing Licensees and Verifiers. Develop skills and capabilities in assessment of quality systems (qualitative assessments).
- Maintain accurate records and practice appropriate document management in line with the Department's policy, security, privacy and legislative requirements.
- Gain and apply knowledge of industry supply chains and business operations, through research and analysis, to inform inspection, investigation and compliance activities.
- Conduct monthly equipment and safety inspections and have responsibility for scheduling vehicle maintenance services. Maintain the tools, instruments and equipment required to safely conduct testing and auditing activities.

Key capabilities

The capabilities listed below describe the specific skills, knowledge and behaviours required to successfully perform this job role:

- An understanding of how to apply legislation in a compliance environment, including the use of inspection/investigation powers, or a demonstrated ability to acquire that understanding quickly.
- 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 interpret information in order to identify and propose solutions 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.

Career progression

Progression from ATMO to TMO requires successful completion of certain qualifications and demonstrated skillsets:

- Completion of all training and assessment activities required to satisfy the competency requirements of a qualification for PSP40416 - Certificate IV in Government Investigations
- Completion of all training and assessment activities required to satisfy the competency requirements of a qualification for PSP40516 - Certificate IV in Government - Trade Measurement
- Completion of all training and assessment activities required to be issued a statement of attainment for MSMTMREF301 - Use and maintain reference standards
- Completion of all training and assessment required to be appointed as a Fuel Quality Inspector under the Fuel Quality Standards Act 2000

Recognition of applicant's prior learning to support attainment of these requirements will be assessed individually.

For all NMI staff, including those undertaking probation or mandatory training programs, satisfactory performance is assessed by considering *how* you have worked as well as *what* work you have undertaken. We require ongoing compliance with the APS Code of Conduct and the APS, DISR and NMI Values, as well as timely completion of mandatory activities such as on-line training intended to help you discharge your responsibilities as an Australian Government public servant.

The APS ICARE Values require that we are Impartial, Committed to Service, Accountable, Respectful, and Ethical. DISR as a whole is collaborative, innovative, respectful, and strives for excellence.

Within NMI, we seek to be adaptable, accountable, strategic, inclusive, innovative, and influential. These values are mutually reinforcing, as they cascade down from the big picture to the attributes that help us be successful day-to-day.

Mandatory role requirements

This is a list of mandatory professional qualifications, certifications or licenses required under legislation or policy to undertake the role.

- Australian Citizenship.
- Appropriate Police Check and Security Clearance (employer arranged prior to commencement).
- Current Australian driver's licence for motor vehicles (Automatic).
- First Aid and CPR certification.

Desirable role requirements

Some TMO's have specific qualifications, certifications, accreditation, or licences that enhance their contribution to the workplace. As examples, a number of NMI staff maintain skills in physical and/or mental health first aid, or volunteer to be local health and safety representatives. Other staff are trained to work at heights, or are licenced to undertake electrical work, drive a truck, to operate a forklift or perform other high risk work. A willingness to take on an extra responsibility of this kind would be desirable, noting that where there is a business need, NMI may provide the time and funding needed to complete the necessary training.

Key relationships to the role

- Trade Measurement Officer
- Senior Trade Measurement Officer (supervisor)
- Assistant Manager
- Training and Technology Transfer Team
- Businesses conducting trade by reference to measurement, including senior owners and representatives
- Counterparts in other Australian regulatory agencies
- Consumers

Capability development opportunities

This list indicates some of the development opportunities available to enhance skills and knowledge in the relevant capability areas for this role.

Key Capability	Development Options
<ul style="list-style-type: none"> • Data analysis and interpretation 	<ul style="list-style-type: none"> • Learning and development coursework, online self-paced and classroom based. • Working with team members within the Branch, NMI or Department, through coaching and mentoring. • Opportunities to actively participate in work activities to test and apply learnings.
<ul style="list-style-type: none"> • Developing risk assessments 	
<ul style="list-style-type: none"> • Negotiating and communicating with influence 	
<ul style="list-style-type: none"> • Writing with influence 	

Career pathways

Related roles are those identified as having similar capabilities and transferrable skills to this job role.

Related job roles within Job Family	Related job roles outside Job Family
<ul style="list-style-type: none"> • Trade Measurement Officer 	<ul style="list-style-type: none"> • Investigator / Inspector • Policy Analyst/Adviser • Grants administrator/assessor
<ul style="list-style-type: none"> • Measurement Standards Laboratory Officer 	<ul style="list-style-type: none"> • Laboratory Officer / Technician • Pattern Approval Assessor
<ul style="list-style-type: none"> • Senior Trade Measurement Officer 	<ul style="list-style-type: none"> • Manufacturing Quality Inspector • Customs / Border Force Officer
<ul style="list-style-type: none"> • Assistant Manager 	<ul style="list-style-type: none"> • Assistant Director