

## Position Description

**Job Title: Technical Writer (Operation and Maintenance Documentation)**

**Department/Program: AOR**

**Reporting To: Configuration and ILS Manager**

**Location: Garden Island, Sydney**

**Level/Salary Range: TBA**

**Level: Staff**

### SUMMARY OF POSITION

The Technical Writer (Operation and Maintenance Documentation) position will be responsible for updating existing and / or authoring new technical documentation (predominately operation and maintenance instructions) to support Ship Staff (SS) activities onboard the Auxiliary Oiler Replenishment (AOR) vessels.

### DUTIES AND RESPONSIBILITIES

- Modify existing and / or develop new technical documents (predominately operation and maintenance instructions)
- Support the Engineering Team (platform, systems, configuration, data and logistics) in delivery of engineering changes
- Develop and deliver Integrated Logistic Support (ILS) related engineering changes using a Systems Engineering approach (with review and approval by an Engineering Authority, as appropriate).

### QUALIFICATIONS AND POSITION REQUIREMENTS

- Certificate IV or equivalent on the job experience
- Previous Navy experience is preferable
- Proven skills and experience in technical document writing
- Sound knowledge of Defence technical document writing standards (such as Defence Standard DEF(AUST) 5000 Volume 2, Part 18 and Australian Naval Publication (ANP) 4412-4201)
- Understanding of ILS processes / procedures
- Working knowledge in the Naval Engineering Change Process
- Working knowledge in Naval systems (such as Configuration Management Tool-Unified (CMT-U) and Asset Management and Planning System (AMPS))
- Sound understanding of Seaworthiness
- Strong interpersonal skills and ability to communicate effectively
- Ability to work collaboratively, but can also operate autonomously using initiative, sound reasoning, listening and decision making skills
- Ability to convert engineering verbal direction to written output.

**COMPETENCIES**

**Technical:**

- Technical knowledge of Defence document writing practices
- Draft, deliver and audit AOR technical documentation
- Ability to handle technical Defence related regulations (such as Australian Navy Publications (ANP), Australian Defence Standards (DEF(AUST)), Military Standards (MIL) and Class societies)
- Methodical approach.

**Management:**

- Be forward thinking
- Demonstrate ability to manage time and competing demands
- Demonstrate ability to work within high performing teams
- Ability to liaise / collaborate with team members.

**Behavioral:**

- Demonstrate behaviours that promote a positive team environment
- Demonstrate Navantia values at all times and encourage others to do so.

**Leadership:**

- Participates in change with energy and enthusiasm

**Security:**

- Ability to gain Baseline Security Clearance as a minimum

**Pre-employment Medical / Background Checks**

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check

**APPROVED**

<b>Approved by:</b> Managing Director - Alfonso Garcia Valdes	<b>Signature / Date:</b>
<b>Approved by:</b> Human Resources - James Cowie	<b>Signature / Date:</b>