**Automotive Industry**

* **Industry:** General Automotive
* **Target employee:** People with disability
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-employees-with-disability.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Whether you’re intrigued by how engines work or inspired by beautiful design, there’s a world of opportunity waiting for you in the general automotive industry. [Insert business name here] is looking for a [insert role here], and we’d like you to apply.

We are a family oriented/ up-and-coming/ passionate/ well-established business with more than 15 years’ worth of automotive experience in the [insert area] community. We are involved in wide range of automotive projects, including [insert details here]. Your role will support our team to deliver high-quality outcomes and foster good working relationships with all our customers.

We’re proud of the following projects/ achievements/ awards:

* Insert any projects or awards here

We believe in the value of an empowered team that feels safe to grow and learn, so we aim in all things to create a culture where all our people can flourish and reach their career goals. This means that we offer an accessible workplace with practical solutions to support people with a disability, including: [insert some examples of practical solutions below, such as]

* Wheelchair ramps/access
* Adjustable workstations/ working arrangements
* Accessible restrooms and kitchen areas
* Mentoring/ training programs aimed at supporting people with a disability to thrive in their role
* Accessible Workplace Health & Safety policies and evacuation plans

This is an entry-level apprentice role based in [insert area here].

[ADD A COMPANY VIDEO OR VISUALS HERE, ESPECIALLY THOSE THAT FEATURE THE TYPES OF EMPLOYEE YOU ARE TARGETING, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

We encourage people with a disability to apply for this role, even if you may not tick all the boxes below – we are willing to work towards practical solutions with the right candidate to build a brighter future for our company. Ready for an exciting and rewarding career opportunity? Let’s get to it!

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in General Automotive to:

* Assist in completing projects such as [insert details here]
* Work with us to learn more about your trade
* Develop, design and coordinate on [project details here]
* Give input on projects
* Identify issues and communicate them to your team members
* Provide professional service to our clients
* Communicate with customers and clients in a friendly way
* Do engineering measurements
* Do computations
* Follow occupational health and safety guidelines in the work environment
* Plan to undertake a routine task
* Plan a complete activity
* Apply quality systems
* Apply quality procedures
* Organise and communicate information
* Work with others in a manufacturing, engineering or related environment
* Interact with computing technology
* Help with the provision of on-the-job training
* Take part in environmentally sustainable work practices
* Interpret technical drawing
* Do electric/electronic measurement and mechanical measurement
* Help repair and fit engineering components
* Help maintain engine cooling systems
* Help service combustion engines
* Help test compression ignition fuel systems
* Help maintain engine lubrication systems
* Diagnose and fix low-voltage electrical systems
* Diagnose and fix low-voltage starting systems
* Support in maintaining induction/exhaust systems
* Provide support in engine bottom end overhaul
* Provide support in engine top end overhaul
* Diagnose and fix low-voltage charging systems
* Help with dismantling, replacing and assembling engineering components
* Do electric/electronic measurement
* Follow environmental and sustainability best practice in an automotive workplace
* Follow safe working practices in an automotive workplace
* Test and repair basic electrical circuits
* Diagnose and repair spark ignition engine management systems
* Test, charge and replace batteries
* Diagnose and fix charging systems
* Diagnose and fix starting systems
* Diagnose and fix ignition systems
* Diagnose and fix light vehicle hydraulic braking systems
* Diagnose and fix light vehicle steering systems
* Diagnose and fix light vehicle suspension systems
* Diagnose and fix light vehicle engines
* Diagnose and fix light vehicle emission control systems
* Carry out diagnostic procedures
* Inspect and service braking systems
* Diagnose and repair cooling systems
* Respond to customer needs and enquiries in an automotive workplace
* Service air conditioning and HVAC systems
* Diagnose and fix air conditioning and HVAC systems
* Diagnose and fix electronically controlled steering systems
* Diagnose and fix automotive electrical systems
* Diagnose and fix light vehicle clutch systems
* Diagnose and fix light vehicle mechanical fuel injection systems
* Diagnose and fix light vehicle diesel fuel injection systems
* Carry out vehicle safety inspections

**ABOUT YOU**

While each member of our team is picked for their personal attributes and how their skills complement those of their co-workers, we’re not afraid to think outside the box if a potential team member has skills that can help us grow in a new direction but needs additional support to reach their goals. We are willing to be flexible and work with you in the areas you need, providing access to practical supportive solutions to help you thrive in your role.

We want someone with an appreciation for all things automotive and who is excited about forging a career in the industry. You will be positively challenged to grow, but we will support you to learn how to play to your natural strengths in the best way. If the role sounds like you even if you don’t tick all the boxes below, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Be enthusiastic about all things automotive
* Commit to a general automotive apprenticeship
* Be motivated to learn
* Interact and provide feedback during meetings with team members
* Be customer-service orientated
* Be safety conscious in all things
* Be reliable and punctual
* Have a Certificate in xxx
* Have a Diploma in xxx
* Have practical access to a reliable source of public or private transport solutions
* Be accredited for xxx
* Interact and provide feedback during meetings with team members
* Have a valid Australian Working Visa
* Be focused and well-organised

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Have a positive attitude
* Manage your time well
* Have basic admin skills
* Be passionate about your work
* Be open to support and mentorship
* Be reliable and punctual
* Be motivated to learn
* Be growth-oriented
* Be self-motivated
* Be honest and hardworking
* Be keen to complete an apprenticeship/ traineeship

**BENEFITS**

A great team is what makes [insert business name] tick. We know that the more diverse our employees are, the better the talent and passion that adds value to our business. We offer a range of perks to help you flourish:

* Accessible workplace featuring wheelchair ramps, accessible restrooms and kitchen areas, adjustable workspaces etc.
* Support for career growth and development through mentorship and structured training opportunities
* Flexible working options: work/life balance is important!
* An industry-leading wage package including superannuation, annual leave, sick leave and carer’s leave
* Maternity/ paternity leave
* A safe, supportive environment
* Sick Leave
* Annual Leave
* Carer’s Leave
* Mentorship and coaching opportunities
* Work from home, depending on role and needs
* Easy access to public transport hubs, including [insert details here]
* A culturally diverse workplace – we celebrate difference
* Access to day-care/childcare facilities

**INTERNAL CULTURE**

At [insert business name here, we value our diverse team and want them to feel supported and safe to flourish in their work. That is why we actively support and work towards:

* Pay equity
* Accessible workplace Health & Safety policies and evacuation plans
* A sustainable, green workplace, because we care about our people and our planet
* Giving back to the community by supporting causes / charities such as xxxx.
* Empowering people with a disability by [insert details here]
* Empowering women by [insert details here]
* Empowering Indigenous Australians by [insert details here]
* Following ethical business practices such as [insert details here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, colour, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all team members.

We are open and transparent about who we are and encourage discussion on issues that affect our employees. When you become part of our team, you become part of our family.

Feel like this might be the beginning of a wonderful career relationship? Send your resumé and cover letter to xxxx by close of business on xxxx.