**Traditional Trades**

* **Industry:** General Electrical
* **Target employee:** Indigenous Australians
* **Tone of voice:** Formal

**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/best-practice-tips-attracting-indigenous-australians.pdf)

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

[Insert business name here] is a well-established/ rapidly growing, growth-oriented/ supportive/ culturally diverse [insert field here] business serving the community of [insert location here].

Our business is guided by [insert name or title], who has more than [insert duration] experience in [insert field/specialisation here]. He/she/they are passionate about the industry, and about developing and mentoring a strong team.

We provide [insert field here] solutions to a wide/ focused range of customers in industrial/ residential/ commercial/ public spaces and take pride in the successful delivery of a range of projects in [insert area here]. Customer satisfaction is important, but we also work to foster positive working relationships with our clients and the community we live and work in.

Some of the projects/ awards we are most proud of include: [insert in bullet points below]

Continuous growth has led to a position for a full-time/ part-time/ trainee/ apprentice role based in [insert details here]. It's an exciting opportunity for candidates who want to start building towards their future career goals.

We acknowledge the traditional custodians/ [OR insert the actual name and tribe of the particular area's traditional custodians, such as "The Cadigal of the Eora Nation"] of the land on which we work and live, and encourage First Nations People/ Australians of Aboriginal and Torres Strait Islander descent/ Indigenous Australians/ Aboriginal and Torres Strait Islander people to apply for this role.

[ADD A COMPANY VIDEO HERE, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

**ROLE SUMMARY**

[Business name here] needs an apprentice/ trainee in [insert field here] to: [options below are drop down menu ones, customisable]

* Work with a team to complete projects in [project details here]
* Support in completing [details of a project] for [details of specific client]
* Work towards completing diverse projects such as [insert details here]
* Master key [insert field here] skills while learning on the job
* Develop, design and coordinate on [project details here] projects
* Engage in internal and external stakeholder management
* Use your practical experience to deliver projects on spec
* Identify and resolve issues, where necessary
* Assist in the completion of projects
* Provide professional and high-quality service to our clients

**This role involves:**

* Participating in electrical work and competency development activities
* Applying Occupational Health and Safety regulations, codes and practices in the workplace
* Fabricating, assembling and dismantling utilities industry components
* Solving problems in D.C. circuits
* Fixing and securing electrotechnology equipment
* Using drawings, diagrams, schedules, standards, codes and specifications
* Documenting and applying measures to control OHS risks associated with electrotechnology work
* Solving problems in single and three phase low voltage machines
* Solving problems in single and three phase low voltage electrical apparatus and circuits
* Arranging circuits, control and protection for general electrical installations
* Solving problems in electromagnetic devices and related circuits
* Solving problems in low voltage A.C. circuits
* Installing low voltage wiring and accessories
* Installing appliances, switchgear and associated accessories for low voltage electrical installations
* Verifying compliance and functionality of low voltage general electrical installations
* Terminating cables, cords and accessories for low voltage circuits
* Selecting wiring systems and cables for low voltage general electrical installations
* Trouble-shooting and repairing faults in low voltage electrical apparatus and circuits
* Developing and connecting electrical control circuits
* Applying environmentally friendly and sustainable procedures in the energy sector
* Providing quotations for installation or service jobs
* Diagnosing and rectifying faults in D.C. electrical apparatus and circuits
* Providing advice on effective and energy efficient lighting products
* Trouble shooting single phase input D.C. power supplies

**ABOUT YOU**

The right team is important, as it's what makes us strong and able to flourish as a business. We are looking for a mix of skills and personal attributes that will help us grow in new ways, and we are willing to work with you to help you develop in your new role. If you are willing to grow with us, please apply, even if you do not suit all the requirements below.

Please note: own transport is important for this role, but we are willing to work towards transport solutions with the right candidate, if needed.

**ESSENTIAL SKILLS**

The ideal candidate will have:

* An interest in learning and growing in the [insert field here] industry.
* Have completed a [insert qualification here]
* Sound knowledge of Australian building standards and codes
* Relevant industry skills and background
* Experience liaising with clients
* Experience in a similar position
* Experience managing internal relationships
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ worth of experience
* The drive to commit to a [insert trade] apprenticeship/ traineeship
* Completed a [insert qualification here]
* A willingness to learn and grow
* Good communication skills
* A valid driver’s licence and/or own transport
* A reliable source of transport
* Have accreditation in xxxx
* An awareness of safety procedures
* Your own [insert desired tools here] tools

**DESIRED SKILLS**

Our ideal candidate will:

* Be reliable and punctual
* Be able to take initiative and produce outcomes
* Be able to collaborate effectively in a team setting
* Be able to suggest and carry out practical actions to deal with issues
* Have good communication skills, written and oral
* Be sensitive to clients’ needs
* Can develop warm client relationships
* Be adaptable
* Be articulate
* Be creative
* Be friendly
* Be comfortable leading teams
* Be honest and hardworking
* Be motivated and willing to learn
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Will have a passion for teamwork
* Be able to work without supervision
* Be self-motivated
* Be well organised
* Have a keen eye for detail
* Be professional
* Have a positive attitude
* Enjoy teamwork
* Enjoy learning
* Be comfortable working in a culturally diverse environment

**BENEFITS**

Building a good team is very important to us, and we value input from our people to help us improve. We can offer you:

* Regular team meetings that give you a say in shaping our workplace culture and expectations in a positive and supportive way
* Support for career growth and development through mentorship and structured training opportunities
* Flexible working options depending on need
* Access to support services such as [insert internal support offerings or programs]
* An open, collaborative communication structure
* Clear pathways to development with a focus on goal setting and career growth
* Staff development plans that focus on honing your transferable skills
* A safe, supportive company environment
* On-the-job guidance and training to support you
* Development plans that focus on skills and VET training
* A competitive salary package that includes [insert details here]
* Fair wages that include [insert details here]
* Easy access to public transport hubs, including [insert details here]
* Access to company transport vehicle
* Maternity/ paternity leave
* Sick leave
* Annual leave
* Carer's leave
* A chance to make a difference and add value to your community
* A focus on maintaining a healthy work/life balance
* Access to fitness programs
* In-office health programs
* Access to mental health support services for all team members and their families
* Clean, tidy and safe working environment
* Opportunities to earn extra money through bonuses
* Opportunity for genuine career advancement with managerial potential
* We supply you with a van/ tools/ safety gear, equipment/ uniform/ phone/ device/ laptop for work use

**INTERNAL CULTURE**

At [insert company name here], we feel strongly about building a diverse team that feels supported and safe to excel in their work. All team members are treated with respect and trust. We value and listen to all opinions and are committed to providing a positive and supportive working environment. We support and work towards:

* Pay equity
* Sustainable workplace practices
* Giving back to the community through supporting causes/ charities such as [insert info here]
* Improving education in our community by [insert info here]
* Empowering women by [insert info here]
* Empowering Indigenous Australians by [insert info here]
* Following ethical business practices such as [insert info 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 our team members.

We welcome open and transparent discussion on issues that affect our employees. When you become part of our team, you become part of our greater mission, too.

Read more about our policies here.

If this role feels like a good fit for you and you’d like the opportunity to work with our company, take the next step and APPLY NOW/ Send your CV/ Send your resumé/ phone [insert name here] at xxx / email [insert name here] at xxx - we'll be in touch via phone if we like the look of your CV, to set up an interview that best suits you.

If you'd like to discover more about us first, we encourage visits to our business and are happy to answer questions. Please phone [insert details here] to set a date and time.