**Traditional Trades**

* **Industry:** Civil Construction
* **Target employee:** Culturally Diverse/ ESL
* **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-culturally-diverse-employees.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Welcome to your new team!

Do you want a good role in the field of [insert details]?

[Insert company name] is a great choice. We do a range of civil construction services for the community of [insert area here]. The work we do include [insert examples here].

We are a family oriented/ growing/ well-established business with a culturally diverse workforce.

We are proud of the work we do, and even prouder of our team, which is why we help our employees with on-the-job training and support to grow in their role.

We’re proud of the following projects:

* The reflooring of xxxx
* The award-winning creation and building of xxx

This is an entry-level apprentice role based in [area here] and is the perfect opportunity to start working towards your long-term career goals.

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

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in Civil Construction to:

* Grow with us, learning your trade from the ground up
* Work with a team to complete [insert field here] projects on site
* Plan and organise work
* Do measurements and calculations
* Read and interpret plans and specifications
* Communicate in the workplace
* Work safely and follow Work Health Safety rules
* Use hand and power tools
* Operate small plant and equipment
* Maintain site records
* Implement traffic management plan
* Identifying, find and protect underground services
* Be part of team effectiveness
* Install pre-cast gully pits
* Install water mains pipelines
* Install storm water systems
* Install sewer pipelines
* Maintain drainage systems
* Control construction site water table
* Place and form concrete kerb, channel and fixtures
* Construct and break down fences and gates
* Lay pavers
* Licence to perform dogging
* Licence to perform rigging – basic level
* Carry out manual digging
* Support plant operations
* Drain and dewater civil construction site

**ABOUT YOU**

Each member of our team is picked for their unique skills and what they bring to the workplace. We are willing to work with our chosen job applicant to help them develop and grow in their new role.

You must have a basic understanding of English (reading, writing, speaking) for this role, but we are willing to help the right applicant to find language support to get better at communicating if needed. A valid Australian Working Visa is required, as is a valid driver’s license and your own transport. You also need the following licenses: [insert details here].

If the role sounds right for you, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Enjoy your work
* Be willing to learn
* Have practical experience in [add required experience]
* Enjoy working with a team
* Take part during meetings with team members
* Be safety conscious
* Be reliable and arrive for work on time
* Have experience in [insert any projects or specific tasks which experience is needed in here]
* Have experience in a similar role
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ experience
* Must do a [insert trade here] apprenticeship/ traineeship of [insert duration here]
* Willing to learn on-the-job
* Good/ basic/ okay English written/ talking / reading/ communication skills
* A valid driver’s licence and/or own transport
* A reliable source of transport
* Have accreditation in xxxx
* Understand, be aware of and maintain safety procedures
* Your own [insert desired tools here] tools
* Physically able to complete manual tasks such as [insert examples of likely tasks here]

**DESIRED SKILLS**

We’d like you to:

* Be friendly
* Be reliable and arrive for work on time
* Work well in a team
* Have a positive attitude
* Manage your time well
* Be adaptable
* Be able to work without supervision
* Be professional
* Enjoy learning
* Be comfortable working in a multi-cultural environment
* Be honest and hardworking
* Be able to take the lead and get the job done
* Be able to identify and fix problems
* Communicate clearly with team members, supervisors and clients
* Be comfortable leading teams
* Be willing to learn new job skills
* Want to grow in [industry/ trade here] role
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Be interested in a career in [insert field here]

**BENEFITS**

A great team is what makes [insert business name] work well. We know that your talent and skills add value to our business, which is why we offer a range of job benefits:

* Regular team meetings where you can make suggestions or talk about challenges
* Mentorship and training opportunities to help you develop in your job
* Flexible work hours where needed
* Language support programs if needed
* Access to support services such as [insert internal support offerings or programs]
* Staff development plans that focus on developing your skills
* Structured, paid-for opportunities to learn and grow in your career
* A safe, supportive work environment
* On-the-job training
* Skills and VET training options
* A good 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 focus on a healthy work/life balance
* Access to fitness programs
* Access to company health programs
* Access to mental health support services
* Working site is close to public transport
* Clean and safe working environment
* Opportunities to earn extra money through bonuses
* We supply you with a van/ tools/ safety gear, equipment/ uniform/ phone/ device/ laptop for work use
* Long-term career prospects

**INTERNAL CULTURE**

At [company name here], we value our diverse team and want them to feel supported and safe to do well in their work. That is why we work towards:

* Pay equity
* 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
* 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’re open and transparent about who we are and encourage conversations on issues that affect our employees. When you become part of our team, you become part of our family.

Read more about our policies here.

Feel like this is the job for you? Apply now/ Send your resumé and cover letter to xxxx by close of business on xxxxx.