**Manufacturing Industry**

* **Industry:** General Manufacturing
* **Target employee:** People with a 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**

If you’re fascinated by how ideas are brought to practical life and how things work and are put together, there’s a world of opportunity waiting for you in the general manufacturing. [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 manufacturing experience in the [insert area] community. We are involved in wide range of manufacturing services, including [insert details here]. Your role will support our team to deliver high-quality outcomes and foster good working relationships with our clients.

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

* Insert any relevant 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 Manufacturing to:

* Help with completing projects such as [insert details here]
* Take part in environmentally sustainable work practices
* Apply quality standards, systems and procedures
* Work safely
* Process and record information
* Identify equipment faults
* Make teamwork easier
* Use structured problem-solving tools or solutions
* Perform inspections
* Pick and process orders
* Apply quick changeover procedures
* Perform manual production assembly
* Apply Just in Time procedures
* Perform tasks to support production
* Identify and minimise environmental hazards
* Undertake minor maintenance
* Manage conflict at work
* Help with continuous improvement
* Make engineering measurements
* Do computations
* Follow occupational health and safety rules in the work environment
* Plan to do a routine task
* Plan a complete activity
* Organise and communicate information
* Work with others in a manufacturing, engineering or related environment
* Interact with computing technology
* Perform routine oxy acetylene welding
* Carry out mechanical cutting
* Perform manual heating and thermal cutting
* Apply fabrication, forming and shaping techniques
* Assemble fabricated components
* Perform routine manual metal arc welding
* Weld using manual metal arc welding process
* Weld using gas metal arc welding process
* Repair/replace/modify fabrications
* Perform geometric development
* Perform routine gas tungsten arc welding
* Perform routine gas metal arc welding
* Select welding processes
* Apply safe welding practices
* Interpret technical drawing
* Mark off/out structural fabrications and shapes
* Using workshop machines for basic operations

**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 who is excited about forging a career in the manufacturing 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
* Commit to a general manufacturing 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.