**Manufacturing**

* **Industry:** General Manufacturing
* **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:

* Work with a team to complete projects in [project details here]
* Support in completing [details of a project] for [details of specific client]
* Master key [insert field here] skills while learning on the job
* Develop, design and coordinate on [project details here] projects
* Provide input on 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 environmentally sustainable work practices
* Applying quality standards, systems and procedures
* Working safely
* Processing and recording information
* Performing production packaging
* Identifying equipment faults
* Providing work skill instruction
* Facilitating a team
* Using structured problem-solving tools
* Performing inspection
* Applying quick changeover procedures
* Performing manual production assembly
* Applying Just in Time procedures
* Applying 5S procedures
* Performing tasks to support production
* Identifying and minimising environmental hazards
* Handling goods
* Undertaking minor maintenance
* Managing conflict at work
* Participating in continuous improvement
* Performing engineering measurements
* Performing computations
* Applying principles of occupational health and safety in the work environment
* Planning to undertake a routine task
* Planning a complete activity
* Organising and communicating information
* Working with others in a manufacturing, engineering or related environment
* Interacting with computing technology
* Assisting in the provision of on the job training
* Participating in environmentally sustainable work practices
* Performing routine oxy acetylene welding
* Carrying out mechanical cutting
* Performing manual heating and thermal cutting
* Applying fabrication, forming and shaping techniques
* Assembling fabricated components
* Performing routine manual metal arc welding
* Welding using manual metal arc welding process
* Performing advanced welding using manual metal arc welding process
* Welding using gas metal arc welding process
* Welding using gas tungsten arc welding process
* Repairing/replacing/modifying fabrications
* Performing geometric development
* Performing routine gas tungsten arc welding
* Performing routine gas metal arc welding
* Selecting welding processes
* Applying safe welding practices
* Interpreting technical drawing
* Marking off/out structural fabrications and shapes
* Using hand tools
* Using power tools/hand held operations
* Using workshop machines for basic operations
* Undertaking manual handling

**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
* 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
* Safety concerns always top of mind
* 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 growth-oriented
* Be adaptable
* Be articulate
* 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
* Be able to work without supervision
* Be self-motivated
* Be well organised
* Be professional
* Have a positive attitude
* Enjoy teamwork
* 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
* 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
* Structured, paid-for opportunities to learn and grow in your career
* Mentorship and coaching opportunities
* On-the-job guidance and training
* Development plans that focus on skills and VET training
* Open communication lines
* 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
* In-office health programs
* Access to mental health support services for all team members and their families
* Our positive team offers support when you need it
* Centrally located and close to public transport
* 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 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.