**Automotive Industry**

* **Industry:** General Automotive
* **Target employee:** Indigenous Australian
* **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/best-practice-tips-attracting-indigenous-australians.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Always had an ear for the revving of a strong, healthy engine? Can’t walk past a vintage automobile without wanting to stroke the smooth paintwork? We have the perfect opportunity for you to get started on a satisfying career in the general automotive industry. Bonus: you’ll get hands on with some of the most beautiful machines in existence.

[Insert business name here] is 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 make our customers’ lives easier by delivering quality work, fostering good working relationships as we go. We work on a wide variety of automotive projects, including [insert details here].

We embrace a culturally diverse workforce and continuously learn from the experiences our people bring to our team. As such, we acknowledge the traditional custodians/ [OR insert the actual name and tribe of the area’s traditional custodians, such as “The Cadigal of the Eora Nation”] of the land on which we work and live. We recognise their continuing connection to the land, and pay our respects to the elders past, present and emerging.

We 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 – we would love to hear from you.

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.

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

* Insert any projects or awards 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]

Our role is for a full-time/ part-time/ trainee/ apprentice based in [insert details here]. It’s the perfect opportunity to start working towards your long-term career goals, so let’s get to it.

**ROLE SUMMARY**

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

* Complete projects such as [insert details here]
* Work with us, learning your trade from the ground up
* Provide input on projects
* Identify issues and communicate them clearly to your team members
* Provide professional and high-quality service to our clients
* Communicate with customers and clients in a friendly, clear way
* Perform engineering measurements
* Perform computations
* Apply principles of occupational health and safety 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
* Assist in the provision of on-the-job training
* Participate in environmentally sustainable work practices
* Use workshop machines for basic operations
* Interpret technical drawing
* Perform electric/electronic measurement
* Perform precision mechanical measurement
* Use hand tools
* Use power tools/hand held operations
* Use tools for precision work
* Repair and fit engineering components
* Maintain engine cooling systems
* Service combustion engines
* Test compression ignition fuel systems
* Overhaul engine fuel system components
* Maintain engine lubrication systems
* Tune diesel engines
* Diagnose and rectify low voltage electrical systems
* Diagnose and rectify low voltage starting systems
* Maintain induction/exhaust systems
* Perform engine bottom end overhaul
* Perform engine top end overhaul
* Diagnose and rectify low voltage charging systems
* Dismantle, replace and assemble engineering components
* Perform manual heating and thermal cutting
* Perform electric/electronic measurement
* Work safely with industrial chemicals and materials
* Automotive light vehicle cert
* 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 and jump-start vehicles
* Diagnose and repair charging systems
* Diagnose and repair starting systems
* Diagnose and repair ignition systems
* Diagnose and repair light vehicle hydraulic braking systems
* Diagnose and repair light vehicle steering systems
* Diagnose and repair light vehicle suspension systems
* Diagnose and repair light vehicle engines
* Diagnose and repair light vehicle emission control systems
* Carry out servicing operations
* Carry out diagnostic procedures
* Inspect and service braking systems
* Diagnose and repair cooling systems
* Inspect and service engines
* Inspect and service petrol fuel systems
* Use and maintain tools and equipment in an automotive workplace
* Respond to customer needs and enquiries in an automotive workplace
* Depower and reinitialise hybrid electric vehicles
* Service air conditioning and HVAC systems
* Diagnose and repair air conditioning and HVAC systems
* Diagnose and repair electronically controlled steering systems
* Diagnose and repair automotive electrical systems
* Diagnose and repair light vehicle clutch systems
* Carry out light vehicle wheel alignment operations
* Diagnose and repair light vehicle mechanical fuel injection systems
* Diagnose and repair light vehicle diesel fuel injection systems
* Remove, inspect and refit light vehicle wheel and tyre assemblies
* Select and use bearings, seals, gaskets, sealants and adhesives
* Carry out vehicle safety inspections
* Inspect and service cooling systems
* Inspect and service steering systems
* Inspect and service suspension systems

**ABOUT YOU**

While each member of our team is hand-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. We are willing to work with our chosen candidate to help them develop in their new role. If this means troubleshooting solutions for challenges such as a lack of own transport or the need for more flexible hours, we’re happy to figure things out with you.

So, if this role sounds like you even if you don’t tick all the boxes below, please apply!

**ESSENTIAL SKILLS**

Our new team member should:

* Be enthusiastic about [insert field here]
* Commit to a [insert trade] apprenticeship/ traineeship
* Have completed a [insert qualification here]
* Have xx months/years’ experience
* Be willing to learn
* Interact and provide feedback during meetings with team members
* Attend the occasional meeting with clients
* Attend the occasional on-site meeting
* Be customer-service oriented
* Have a valid driver’s licence and/or own transport
* Have a valid manual driver’s licence
* Have access to a reliable source of transport
* Have accreditation in xxxx
* Be accredited for xxx
* Put safety first in all things
* Your own [insert desired tools here] tools
* Physically fit - must be able to do hard physical labour
* Physically able to complete manual tasks such as [insert examples of likely tasks here]

**DESIRED SKILLS**

We’d like you to:

* Be reliable and punctual
* Be open to growing in your role
* Be friendly
* Be open to discussion
* Be motivated to learn
* Be able to follow instructions
* Be a good listener
* Be adaptable
* Be good at time management
* Have basic admin skills
* Have basic computer skills
* Have good communication skills
* Be growth-oriented
* Be able to work without supervision
* Be self-motivated
* Be a problem solver
* Be good at working with people
* Be honest and hardworking
* Be keen to complete an apprenticeship
* Be keen to complete a traineeship
* Have a passion for teamwork
* Be flexible
* Be professional
* Have a positive attitude
* Enjoy teamwork
* Be comfortable working in a culturally diverse environment
* Take pride in your work

**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 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
* Staff development plans that focus on honing your transferable skills
* On-the-job guidance and training
* 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
* In-office health programs
* Access to mental health support services for all team members and their families
* We believe in work-life balance. We work hard, but family is priority.
* We do great work with awesome clients
* Working with a good team improves your quality of life
* Clean, tidy and safe working environment
* 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**

We value and respect our diverse team and want them to feel supported and safe to flourish in their work. We’re all about communication, and we feel it is important to take all team opinions and suggestions on board and discuss the best way forward. We actively support and work towards:

* Pay equity
* A sustainable, green workplace, because we care about people and our planet
* Improving education in our community by [insert info here]
* Giving back to the community by supporting causes/ charities such as [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, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all our team members.

Read more about our policies here. [Insert policy link, or a link to relevant website page]

Feel like this might be the beginning of a wonderful career relationship, and want to find out more? We encourage a visit to our business to get a feel for who we are. Simply phone [insert details here] to set a date and time.

Happy with the info you already have? APPLY NOW/ Send your CV/ Send your resumé/ Phone [insert name here] at xxxx/ email [insert name here] at xxxx and begin your journey. We'll be in touch via phone for a quick chat if we like the look of your CV, to set up and interview that suits you best.

[ENDS]