**Traditional Trades**

* **Industry:** General Electrical
* **Target employee:** Women
* **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/employer-job-ad-templates/best-practice-tips-attracting-women-to-your-business.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

[Company name here] is a well-established/ rapidly growing/ growth-oriented/ supportive/ vibrant/ culturally diverse [insert field here] business located in [insert details here].

We focus on providing [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, meaningful working relationships with our clients.

We know that a good team makes all the difference, so we work hard to create a culture where all our people can flourish and grow towards their career goals.

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].

[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]

* Support your team to complete a range of projects in-house/ on-site, focusing on [insert details here]
* 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
* Provide input on projects
* Engage in internal and external stakeholder management
* Use your academic experience to deliver projects on spec
* 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.

Please note: while the ability to do often challenging physical work will benefit you in this role, we do offer support and training to develop the right techniques to make it easier and will consider adapting the scope or focus of the role if reasonably required.

**ESSENTIAL SKILLS**

The ideal candidate will have:

* Enthusiasm for the field of [insert field here]
* 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
* Good communication skills
* A valid driver’s licence and/or own transport
* Have a valid manual driver’s licence
* Have your own transport
* A reliable source of transport
* Have accreditation in xxxx
* An awareness of safety procedures
* 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 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 interested in all things [insert field here]
* Be committed to building a career in [insert field here]
* Be comfortable working in a multi-cultural environment
* Be comfortable working in a culturally diverse environment

**BENEFITS**

[Insert company name here] value(s) diversity and we value our people. After all, their talents and expertise are driving forces behind our success as a business. That’s why we offer a range of benefits and opportunities for team members:

* Competitive salary package
* Supportive company culture
* Friendly team environment
* Long-term career prospects
* Structured opportunities for career progression
* The opportunity to manage projects autonomously
* Structured, paid-for opportunities to learn and grow in your career
* Opportunity to develop quickly under mentorship
* Mentorship and coaching opportunities
* On-the-job guidance and training to support you
* Flexible working hours, depending on needs
* Close to public transport hubs, including xxx train station or xxx bus stop
* A culturally diverse workplace – we celebrate difference!
* Maternity/paternity leave
* Sick leave
* Annual leave
* Carer’s leave
* Work-from-home possibilities where suitable
* A focus on maintaining a healthy work/life balance
* Access to fitness programs
* Access to day-care/ childcare facilities
* Access to mental health support services for all team members and their families

**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. We know that a diverse workplace is a healthy workplace, and actively 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 it might be your future calling 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 for more information.