



# A JOBSEEKER GUIDE TO THE RESOURCES INDUSTRY



Australian Government

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Department of Industry, Innovation,  
Climate Change, Science, Research  
and Tertiary Education

## WELCOME

AMMA Skills Connect is pleased to present 'A jobseeker guide to the resources industry'. This guide was created through extensive research of various sources from the Australian Government, AMMA, [www.miningoilandgasjobs.com](http://www.miningoilandgasjobs.com) and the mining, resources, construction and related industries.

Regardless of whether you are an unskilled, semi-skilled or skilled jobseeker looking for opportunities within the resources, related construction and allied services industries, this guide will provide you with important information that you need to know about engaging in both training and employment pathways.

We hope this guide provides you with direction to achieve your career goals within our industry.

Thank you for choosing AMMA Skills Connect as your preferred source of resource industry information.

Regards,

The AMMA Skills Connect Team

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## BACKGROUND

### THE AUSTRALIAN MINES AND METALS ASSOCIATION (AMMA)

AMMA is Australia's national resource industry employer group, a unified voice driving effective workforce outcomes for 95 years.

AMMA's vast membership covers employers in every allied sector of this diverse and rapidly evolving industry, directly and indirectly employing more than half a million working Australians in mining, hydrocarbons, maritime, exploration, energy, transport, construction, smelting and refining, as well as suppliers to these industries.

AMMA works with its powerful network of likeminded companies and resource industry experts to achieve significant workforce outcomes for the entire resource industry.

With a national presence and the most specialised resource industry knowledge in Australia, members of AMMA can be assured their views on all industry and workplace matters are heard.

### AMMA SKILLS CONNECT

AMMA Skills Connect is the consolidation and provision of services across a wide range of workforce and skills development functions.

Under the AMMA Skills Connect banner, AMMA and other peak industry bodies and pre-eminent organisations in workforce related fields provide the resources and construction industries a single point of service delivery with a focus on connecting the supply side and the demand side of labour and skills.

The AMMA Skills Connect scope encompasses services ranging from domestic and international labour sourcing to function-specific training and development, apprenticeship and traineeship programs, verification of competency, and international skills assessments.

“ This project is supported by the Australian Government through the National Resources Sector Workforce Strategy”



**Australian Government**  
Department of Industry, Innovation,  
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and Tertiary Education

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# PLANNING

## THINGS YOU NEED TO KNOW

### WHAT DOES THIS INDUSTRY OFFER?


- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry
- Excellent income potential
- Possible rewards and incentives for work performance

### EMPLOYER EXPECTATIONS

## WHAT DO I NEED?

- Car drivers licence – preferably open manual
- Other licences such as truck licences - Medium Rigid (MR) or Heavy Rigid (HR)
- First Aid certificate
- Work Health and Safety Induction such as MARCSTA (Mining and Resource Contractors Safety Training Association)
- Construction White Card
- National Police Check
- Industry experience / site experience
- Pre-employment medical
- Pass regular drug and alcohol tests
- Other industry related training

**Please note:** You may need to pay for and acquire these prior to securing employment. Please ensure that you check with your potential employer prior to undertaking any of the above.



**TIP:** The above licences, qualifications and experience will not guarantee you employment in the resources, related construction and allied service industries, however, they could make you an attractive candidate.





## CONDITIONS OF WORK


“ IT IS TYPICALLY HARD WORK AND IT IS NOT FOR EVERYONE. ”

Depending on the role and position, you could be based in an office, on-site or have a mixture of office and site-based work. While on-site, employees typically work for 10-12 hours per day, however this depends on individual projects and organisational deadlines.

Working in remote locations means that you may be exposed to extreme hot and extreme cold conditions. You may have limited access to mobile reception and be restricted to the confines of your project and camp accommodation.


## FAMILY AND RELATIONSHIPS

- Some individuals and families find it difficult to adjust to a role that requires an employee to live and work away from home. Therefore resource, construction and allied service employers generally seek workers who are comfortable with this lifestyle.
- Working long rosters of up to eight weeks at a time means that you may miss anniversaries, birthdays and other special occasions.
- You also need to consider family and friends that rely on you for support.
- Social commitments such as being part of a sporting team may also be affected.



**TIP:** If you have children, you also need to consider what support is in place for them and their care givers.


- Telecommunication coverage can be limited in remote locations and you may not always have access to mobile and other electronic devices. Of course, in compliance with health and safety requirements, employers will ensure adequate access to satellite telephone services in the event of an emergency.
- Some on-site villages provide accommodation for couples who are working on the same project.
- Family visits are usually allowed, however your family will not be able to stay with you on-site. Your family may choose to book accommodation nearby so you can visit them.
- Employers understand that the mental and physical wellbeing of their employees is vital to the success of the business. Most employers offer support services for Fly-In-Fly-Out (FIFO), Bus-In-Bus-Out (BIBO) and Drive-In-Drive-Out (DIDO) workers and run inclusive activities at site villages.
- Most projects require workers to live and work in small teams.



**TIP:** Employers usually provide employees with an induction package which also includes information for family members. FIFO Families is one network that connects people with others living the FIFO/DIDO/BIBO lifestyle.

## AGE, HEALTH AND FITNESS

- The minimum age of 14 years and 9 months applies to all employees Australia-wide. Employees as young as 16 years have been employed in certain locations in the industry.
- The experience and knowledge offered by mature aged workers is valued in the resource industry. People of all ages are encouraged to seek employment.
- Employers will conduct medical checks during recruitment and throughout your employment to ensure your health and fitness meets all the organisational and site requirements.
- Make sure that you are honest about any medical conditions which may impact your ability to perform a role.



**TIP:** Employers will conduct random drug and alcohol tests regularly. You must maintain a negative reading during your shift.





## HOURS OF WORK

### ☞ MOST PROJECTS OPERATE ALL YEAR ROUND. ☞

- The type of work you will need to undertake depends on the organisation and job requirements. Some companies split shifts or require employees to work variable shift times, while others will require you to work only during the day or night. Rosters can be anywhere from 10 days on and four days off to eight weeks on and two weeks off.
- If your company doesn't automatically give you time off for public holidays such as Christmas and New Year, you may be able to take annual leave during this period. However, this is not guaranteed due to the 24hr nature of resource projects. Please ensure you discuss this with your employer.


## TRAVEL

Because many resources projects are located in remote areas of Australia, operating companies often rely on workers to travel long distances to and from work sites.

This requires workers to:

- Work Fly-In-Fly-Out (FIFO), Bus-In-Bus-Out (BIBO) and Drive-In-Drive-Out (DIDO) rosters.
- Work long hours, shift-work and several consecutive weeks away from home.

Research or get to know others working in the industry to help determine if it is something you truly want to pursue and are prepared to commit to.




**TIP:** You may be required to pay for your own travel expenses to and will depend on your role and your employer. Please ensure that you check with your employer before accepting the job.



## ACCOMMODATION AND MEALS

### “ ACCOMMODATION FACILITIES WILL VARY ”

- Most employers provide all expenses-paid accommodation, which is clean, tidy and regularly maintained. Accommodation can include on-site villages, rented houses, hotels and motels and portable dongas that move with the project team from site to site.



**TIP:** A donga is a portable building with single rooms used on remote work sites for accommodation purposes.

- Some employers pay for all expenses including accommodation, food and flights, but you may need to pay extra to do laundry or purchase items from the local store. Other employers will cover accommodation and food, but not transport. Again, this depends on the organisation and it is important to ask what expenses are covered during the recruitment process.
- On-site villages offer a variety of vegetarian and healthy food options. Canteens differ from village to village but will typically include a buffet and/or the option to order a custom meal.
- Many large accommodation villages have an activities coordinator who can assist you to participate in various sporting and networking activities while you are on-site. You could also participate in local community facilities such as local swimming pools, sporting clubs or movie theatres, providing you follow all the rules of your employer.



## WEATHER

Depending on your role and location, the weather may or may not impact your lifestyle and work. Resource projects are located in various locations across Australia, including regions where the temperature can reach as high as 50 Degrees Celsius and as low as -5 Degrees Celsius. In most cases, you will be required to wear Personal Protective Equipment (PPE) at all times while you are at work.

## DIVERSITY

**YOUR DIVERSITY IS VALUABLE TO THE RESOURCES INDUSTRY.**

### • WOMEN

Women currently comprise around 15% of the resource industry workforce. Although many roles continue to be male dominated, resource employers recognise the value of a diverse workforce and are working hard to increase the number of women at all job levels. Many organisations have gender diversity policies and career development programs to encourage more women to apply for vacancies and ensure they are supported in their career. The Australian Government encourages resources sector employers to engage with female job seekers through initiatives such as The Australian Women in Resources Alliance (AWRA) delivered by AMMA. This program brings together employers, government and industry associations to Increase the participation of women in the industry.





- **PEOPLE FROM NON-ENGLISH SPEAKING BACKGROUNDS**

As long as you have the qualifications, skill and experience to perform the role and are able to communicate and follow instructions accurately, your cultural background will not be a barrier to employment. In fact, organisations value candidates with culturally diverse backgrounds and skills.

- **ABORIGINAL AND TORRES STRAIT ISLANDER CANDIDATES**

Many organisations in the resources, related construction and allied service industries pride themselves on employing people from Aboriginal and Torres Strait Islander backgrounds and run specific Aboriginal and Torres Strait Islander training, development and recruitment programs. Check company websites for information on specific programs.

- **PEOPLE WITH A DISABILITY**

As long as you are able to perform the requirements of your role, having a disability should not hinder you from securing employment in the industry. Please ensure that you disclose your disability and any assistance you may need, during your pre-employment medical tests.

## **WORKING IN AUSTRALIA**

### **YOU MUST HOLD A VALID PERMIT TO WORK IN AUSTRALIA.**


As long as you hold a valid permit/ visa to work in Australia, you are able to apply for work in the industry. However, some organisations may require employees to be an Australian Permanent Resident or an Australian Citizen.

To obtain a valid visa to live and work in Australia, the Australian Department of Immigration and Citizenship also requires applicants to have a specific IELTS (International English Language Testing System) score. IELTS is the system which tests the English proficiency of applicants worldwide. IELTS is accepted by many organisations internationally including universities, immigration and citizenship departments, government agencies, multinational organisations and professional bodies.

For further information on valid permits/ visas to work in Australia please visit [www.immi.gov.au](http://www.immi.gov.au)

For further information on IELTS examinations please visit [www.ielts.org](http://www.ielts.org)





**TIP:** The IELTS score you are required to achieve will vary depending on your visa application and skill category.

## ACHIEVING YOUR EMPLOYMENT GOALS

### KEEP YOUR FEET ON THE GROUND

Have a realistic understanding of your current skills, knowledge, experience, goals, the industry demands and expectations.

### MAKE YOUR JOB SEARCH A RESEARCH PROJECT

Find out as much as possible about how to achieve your career goals, where the opportunities are and who to contact for guidance and information.

### THINK ABOUT YOUR CURRENT EMPLOYMENT

Your career goals could involve staying with your current employer and growing within the organisation to face new challenges and gain new responsibilities. If a career change to working in the resources, related construction and allied services industries is not going to suit your current circumstances, there may be further training you could undertake with your current employer which would add to your transferrable skills.

### PLAN YOUR STEPS

Look at who you are today and the person you will be in your dream career. Then map out the steps that take you from where you are to where you want to be.

### BE PATIENT AND SEIZE THE OPPORTUNITY WHEN IT ARISES


Career change is a gradual process. You need to be patient and dedicated to gaining new skills, qualifications and experience. This will assist you to find the right job.

# JOB SEARCH

## WHERE TO START

### BE PROACTIVE AND MAINTAIN A POSITIVE ATTITUDE.

- Keep your resume and cover letter up-to-date at all times. Ensure you include information on your transferable skills, qualification and licenses.
- Include your career objective statement in your cover letter.
- Practice mock interview questions with someone to build your confidence and ability to communicate concisely.
- Go straight to the source by researching resource company websites or calling human resources departments. Use major job posting websites such as [www.miningoilandgasjobs.com](http://www.miningoilandgasjobs.com), [www.seek.com.au](http://www.seek.com.au) or [www.jobsearch.gov.au](http://www.jobsearch.gov.au) find roles that interest you.



**TIP:** [www.miningoilandgasjobs.com](http://www.miningoilandgasjobs.com) is an Australian jobs board and careers centre owned and operated by the resource industry. All jobs are posted direct from resource employers.


- The Bureau of Resources and Energy Economics (BREE) biannual report Resources and Energy Major Projects contains useful information about major resources and related construction projects in Australia, including location, size and workforce requirements.
- Often companies run information sessions and participate in open days on-site and at public jobs expos. This will give you a feel for the culture of the industry and on-site lifestyle, and allow you to talk to people who have experienced it first-hand.
- You may have existing contacts within the industry through family and friends. Ensure that you inform these contacts of your career aspirations as they may be able to connect you with a vital contact.
- Many employers prefer a candidate with previous site experience. If you have never been employed in the industry, this can be difficult to obtain. However, if you are able to demonstrate your capacity to live and work away from home, this will be advantageous.

### BE PREPARED TO START AT THE BOTTOM.

- Be realistic about the positions you are qualified for (experienced or inexperienced).
- Be ready to start as a trainee or an apprentice and to earn a wage that reflects that role. The Australian Apprenticeships website is developed and maintained by the Australian Government. This website provides information for jobseekers interested in finding employment as an apprentice or a trainee.

Visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for further information.





**TIP:** The AMMA Skills Connect Alliance Associates are available to assist you with information on traineeships and apprenticeships. Eligibility criteria apply. Please refer to Skills section for further information.

## “ WHAT ATTRIBUTES DO EMPLOYERS EXPECT? ”

There are a number of attributes employers will expect you to satisfy in order to work in the resources, related construction and allied service industries, including:

- Ability to work as a part of a team and independently when required
- Willing to contribute and adhere to the safety requirements of projects
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to pass industry specific pre-employment medicals
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights
- Ability to work on rotating rosters. Rosters can vary depending on contractual arrangements e.g. three weeks on and one week off or two weeks on and two weeks off

## ONLINE PRESENCE AND SOCIAL MEDIA

New technology, online presence and social media are vital tools in today's job search. Many organisations in the resources, related construction and allied service industries use these tools and technology to find their ideal candidates.

Here are a few things to know about social media.

### **SOCIAL MEDIA FOR JOB HUNTERS – IS YOUR PRIVACY AT RISK?**

Employers can conduct discreet background checks when a job applicant's social media profile gives insight into their reputation, professional history, personality, social behaviour and recent activity.

Although job seekers can strategically use social media to find employment, there is an obvious downside to this: your personal privacy risks. It is always important to keep this in mind when creating an online presence.

Always remember, before people meet you, they may know you by reputation and form a perception of you. Consider how your online presence can affect your personal reputation.

### **BE AWARE OF PRIVACY RISKS**

Negligence or limited understanding of social media can lead to simple mistakes that could leave you open to the risk of:

1. Mixing business with your personal life
2. Cyber crime

### **PROTECTING YOUR SOCIAL MEDIA PRIVACY**

Consider the below tips to build a social media presence without endangering your privacy:

1. Tighten your privacy settings
2. Clean your history
3. Protect your contacts
4. Use separate channels/ profiles for your private and work life
5. Connect with caution
6. Conduct regular privacy checks
7. Consider everything you say online

## JOB HUNTING SAFE


Recruiters use social media to:

1. Verify that an applicant's internet profile supports claims made in their resume
2. Compare similar applicants to identify the most suitable candidates
3. Check for signs that may eliminate an applicant
4. Assess an applicant's professional image, experience and circle of influence

The good news is you have the opportunity to be discovered online. However, you must be prepared to invest time and effort into building an impressive, professional image that stands out from the rest.

Here are some tips to help you successfully secure employment through social media:

1. Ensure that your profile is complete
2. Build a strong network
3. Maintain a good balance of personal and professional status updates
4. Be active in your online professional community
5. Recommend and link with connections (when using LinkedIn)
6. Link to interesting information and respected industry websites and groups
7. Seek recommendations from your connections (when using LinkedIn)
8. Demonstrate your skills and experience
9. List your involvement in community projects such as volunteer activities
10. Avoid applying for every new position and focus your job hunting efforts through some tried and tested social media platforms such as LinkedIn, Facebook business pages, Twitter and Google+
11. Take time to create an in-depth profile with relevant, solid and persuasive information



**TIP:** Used correctly, social media is an effective job hunting and recruitment tool. The key to your success is to create an impressive and professional image that captures the attention of potential employers and recruiters.

With the right combination of social media profiles and related activity, you can gain an edge over the competition and build your professional brand within the resources, related construction and allied service industries.

# SKILLS

## UPSKILLING

If you are a new jobseeker to the industry, you may want to undertake training to ensure that you have the relevant skills and qualifications of an appealing candidate.

There are many options for training and development for both jobseekers and current employees. Ensure that you consult a reputable registered training organisation (RTO) before enrolling. Many training organisations have direct links to the industry and can provide guidance on career pathways.

However, if you are already working and would like to further your skills or transfer to the resources industry, obtaining relevant industry experience and qualifications remain vital to your success.

Below are lists of RTOs associated with AMMA Skills Connect who can assist with your training needs.

### AMMA SKILLS CONNECT ALLIANCE ASSOCIATES

The AMMA Skills Connect alliance comprises highly regarded and award winning Australian industry associations and RTOs with many years of experience and knowledge within their sectors.



#### **MASTERS PLUMBERS AUSTRALIA**

Master Plumbers Australia is the peak national industry body providing support, workforce solutions and training to the plumbing industry.



#### **XLT- INSTITUTE OF WELDING, ENGINEERING AND TECHNOLOGY**

XLT is a multi-award winning and internationally recognised organisation specialising in the delivery of customised engineering and construction training, as well as consultancy services that include Weld Procedure Qualification and Weld Engineering.



#### **CIVIL CONTRACTORS FEDERATION (CCF)**

CCF is the member-based representative body of civil engineering contractors in Australia. Civil Train (CT), the Training division of CCF, offers a wide range of solutions as a RTO.



**NATIONAL ELECTRICAL AND COMMUNICATIONS ASSOCIATION (NECA)**

NECA is the peak industry body supporting electrical and communications trades and contractors. NECA, Western Australia supports the business interests of electrical and communications contractors in the state of Western Australia.



**WESTRAC**

WesTrac has set the benchmark in equipment management, providing customers across Western Australia, New South Wales, the Australian Capital Territory and North-East China with award winning support across the mining, construction and transport industries.



**SILVER TROWEL**

Silver Trowel Trade Training (STTT) provides high quality, nationally accredited and internationally recognised training for the building and construction industry.



**ACCESS WORKING CAREERS**

AWC is dedicated to providing Aboriginal jobseekers with sustainable employment. AWC recruits and prepares its Aboriginal jobseekers for a wide range of jobs and applies effective strategies to help develop a sound relationship between the employer and the worker, including mentoring and career development services.



**VETASSESS**

VETASSESS is Australia's leading Vocational Education and Training (VET) assessment provider. On behalf of companies, VETASSESS conducts assessment for individuals applying to migrate to Australia under the Commonwealth Government's General Skilled Migration Program and Employer Nomination Scheme.



**AMMA MININGOILANDGASJOBS.COM**

AMMA miningoilandgasjobs.com is the first, online recruitment and careers centre for the Australia resource industry, created by the resource industry.






## TRANSFERRABLE SKILLS

Transferrable skills are acquired through activities undertaken throughout your life such as jobs, education, projects, family, hobbies and sports. These skills may be transferrable and applicable to many career paths you take.

Remember that regardless of your role, experience in living and working away from home may be valuable to your potential employer.



**TIP:** Although you may not have worked in exactly the same job as the one you are applying for, you may have acquired some transferrable skills necessary to successfully perform the role.

This concept is very important to consider when applying for jobs.

In order to demonstrate your ability to perform a particular job, it is important that you understand the nature of the work. Review all your prior experience to collate the transferrable skills you can apply to a new role.



## ☞ HOW CAN I IDENTIFY MY TRANSFERRABLE SKILLS? ☞

- Make a list of every job you have ever held (casual, internship, contract, part-time, full-time, volunteer) as well as your sporting and other affiliations. Also list the key activities that you were responsible for. Ensure you include information on any leadership roles.
- If you have undertaken training or education, use your study transcript to list the classes in your major field of study along with foundation courses and electives related to your employment interests in the resources, related construction and allied services industries.
- For each role, activity and class you listed, write a sentence and underline your skills as a verifiable qualification. E.g. Instead of - while working for John Doe Architecture, I gained experience in AutoCAD, write - while working for John Doe Architecture, I performed AutoCAD.
- Summarise and make a list of the skills and experience that you have identified to assist with your job search.
- Review your list of transferrable skills with someone in your field(s) of preference in the resources and construction industries to identify additional skills that you may want to include.
- Use a major job posting website such as [www.miningoilandgasjobs.com](http://www.miningoilandgasjobs.com), [www.seek.com.au](http://www.seek.com.au) or [www.jobsearch.gov.au](http://www.jobsearch.gov.au) to print role descriptions that interest you. Identify the skills required and use the same terminology in your resume and cover letter.
- Attend career expos and company information sessions to learn about the skills valued and desired by specific organisations in the resources and construction industries.

Once you have identified your transferrable skills, you may be eligible to receive a qualification through **Recognition of Prior Learning (RPL)**.

Recognition of Prior Learning (RPL) is an assessment where the knowledge and experience of an employee or a jobseeker is compared against what they need to know to receive formal qualifications.

For further information please visit

[www.training.nsw.gov.au/training\\_providers/resources/skillsonline/rpl\\_resources.html](http://www.training.nsw.gov.au/training_providers/resources/skillsonline/rpl_resources.html)

If you are seeking employment in Australia for the first time, you might need to undergo **International Skills Assessment and Migrant Skills Gap Training**.

International Skills Assessment is where the credentials of overseas workers seeking employment in Australia are assessed in their country of origin against the required competencies to match Australian Framework. If it is identified that the candidate has gaps in their competency to meet the Framework standard, they then continue down the path of Migrant Gap Training to ensure that they meet the required standards.

For further information on Migrant Gap Training please visit

[vetassess.com.au/migrate\\_to\\_australia/migrate\\_to\\_australia.cfm](http://vetassess.com.au/migrate_to_australia/migrate_to_australia.cfm)

How can I inform a potential employer about my transferrable skills and secure a job in the resources, related construction and allied service industries?

- Identify and collate all your transferrable skills;
- Read the position description and desirable skills of the job advertised and tailor your resume to showcase your transferrable skills to the potential employer;
- Write a career objective which shows your confidence and passion to work in the industry and how you can use your transferrable skills to perform the role to the benefit of the organisation; and
- BE POSITIVE!

# SKILL SHORTAGE FACT SHEETS

# EMPLOYMENT WITHIN THE RESOURCES, RELATED CONSTRUCTION AND ALLIED SERVICE INDUSTRIES

## ENTRY LEVEL ROLES

Common entry level positions include:


- Administrator
- Baggage handler
- Catering utility
- Cleaning utility
- General labourer
- Leasehand
- Mine site security officer
- Sampler
- Traffic controller
- Transport – chartered bus and truck drivers

Employment in these entry-level occupations may assist you to gain vital industry knowledge, training and on-site experience to enable you to progress to more senior or technical roles.

## SKILL SHORTAGE AREAS

The resources, related construction and allied service industries encompass many varied roles. Skills shortages occur when there is a disparity between the number of available skilled people and the current and emerging needs of the industry, causing short-term and long-term challenges for the Australian economy.

Following extensive research of industry and government sources, AMMA Skills Connect compiled the following list of occupations within the resources, related construction and allied services industries which are indicated as being in shortage.



**TIP:** Data on in-demand roles and skill shortage areas changes frequently depending on economic conditions and industry-specific requirements.

- Active life coach
- Boiler maker/ welder/ engineering tradesperson
- Catering utility
- Chef
- Civil engineer
- Cleaning utility
- Concreter in the resource and related construction industry
- Construction worker/ builder's labourer
- Cranelift operator
- Diesel motor mechanic
- Earthmoving plant operator
- Electrical engineer
- Electrical instrumentation worker
- Electrician
- Geoscientist/ geologist
- Horticulturalist/ gardener
- Leasehand
- Mechanical engineer
- Mine site security officer
- Mining engineer
- Occupational health and safety officer (OH&S)
- Petroleum engineer
- Plumber
- Process plant operator
- Village management

In addition to the above roles, you could also conduct research into the occupation list below.

**Please note:** These roles are not currently in high demand.

- Accounts payable/ receivable
- Baggage Handler
- Blasting Crew Member
- Camp administration
- Coded Welder
- Contracts administrator
- Crusher operators
- Dozer operator
- Electrical supervisor
- Electronic Technician
- General Labourer
- General operations labourer
- Goldroom technicians
- Human resources officer
- Jumbo operator
- Laboratory technicians
- Loader operator
- Long hole driller
- Maintenance supervisor
- Mechanical fitter
- Mill operators
- Personal Assistant/ Receptionist /Administration officer
- Pipefitter
- Procurement officer
- Production supervisor
- Project managers
- Purchasing officer
- Rigger/ Scaffolder
- Sampler
- Service Crew Member
- Serviceman
- Shot firer
- Stores/ supply personnel
- Survey Technicians
- Truck drivers
- Tyre fitter

The next section of this guide includes factsheets detailing the job descriptions, training and development opportunities and salary estimations for the top list of 25 skills shortage occupations.



## ACTIVE LIFE COACH

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This role includes the provision and implementation of health and lifestyle services to village (camp-site) workers while working closely with the management, team and dieticians to ensure the fitness and wellbeing of the client's workforce.

### DUTIES:

- Gym supervision;
- Develop and administer injury prevention plans;
- Promote company health and lifestyle services and enhance awareness and participation of these services within the village environment;
- Monitor and maintain all sporting, leisure and recreational activities and facilities on-site; and
- Create fitness programs and coaching site employees engaged in the programs, in all health and lifestyle aspects.

### DESIRED SKILLS/ QUALITIES:

- Positive attitude
- Ability to work as a part of a team and independently when required
- Physically fit
- Leadership skills
- Ability to consult and communicate clearly
- Personal trainer with relevant qualifications
- Nutrition experience is highly desired
- Safety conscious
- Ability to live and work away from home
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests

### EDUCATION, LICENCES OR TRAINING REQUIRED:

- Certificate 4 in Health and Fitness (estimated cost of around \$2,400)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training course.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

With further education, there are a range of different career pathways for someone who is employed as an active life coach. The diagram below indicates a suggested career pathway.

**ACTIVE LIFE COACH**

**TEAM LEADER**

**AREA MANAGER**

### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



### **ESTIMATED SALARY:**

**BASED ON YOUR WORKING HOURS AND THE NUMBER OF CLIENTS YOU ARE CONSULTING.**



## **BOILERMAKER/ ENGINEERING TRADESPERSON/ WELDER**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

Boilermakers, welders and engineering tradespeople build or repair metal products by joining parts using a variety of welding methods either manually or by machine. These parts are then used to manufacture structures and equipment. These craftsmen may also specialise in certain types of welding such as custom fabrication, pressure vessel welding, pipeline construction welding, structural construction welding, or machinery and equipment repair welding.

### **DUTIES:**

- Study blueprint or specifications and decide which welding methods to use;
- Clean and prepare metal surfaces for welding, cutting, gouging, bevelling, grinding or filing;
- Cut metal shapes using flame cutting torches;
- Pre-heat thick metals to required temperate;
- Fit attachments;
- Adjust welding machine variables;
- Inspect and check welds; and
- Clean and smooth welds.

### **DESIRED SKILLS/ QUALITIES:**

- Experience in a similar industry e.g. manufacturing, agriculture
- Enjoy undertaking hands on, technical tasks
- Team player with the ability to work independently if required
- Interest in computer programmable machinery
- Patience, good eye for detail and accuracy to perform high quality work
- Ability to work in confined spaces and at heights
- Ability to pass pre-employment medical tests
- Physically fit and safety conscious
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

To become a welder/ boilermaker, you are required to have a Certificate III in Engineering (Fabrication) (tuition fee of \$626 per semester + any other related fees) preferably through an apprenticeship.



A Certificate I in Metals and Engineering (tuition fee of \$626 per semester + any other related fees) is also highly considered. If you have existing skills, experience or qualifications, this may be recognised towards your qualification through Recognition of Prior Learning (RPL). Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

#### **CAREER PATHWAYS:**

With employment as a boilermaker/ welder/ engineering tradesperson and some extra qualifications and further education, your career has the opportunity to grow in the following manner:

**APPRENTICE WELDER**

**2ND CLASS  
WELDER**

**1ST CLASS  
WELDER**

**WELDING  
INSPECTOR**

#### **WHAT CAN THE INDUSTRY OFFER YOU?**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$60,000- \$130,000 PER ANNUM



## CATERING UTILITY

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This position is responsible for assisting with the effective running of camp kitchen operations in accordance with operations budgets, design and execution of the culinary concept and food safety requirements. Village sizes range between 70 – 200 man camps at any one time. Most of these roles would include servicing and assisting with the functions around the camp kitchens and dining areas.

### DUTIES:

- Work closely with a leadership and food and beverage services team to ensure the department offers nothing less than seamless and memorable experiences for all clients;
- Maintain a high standard of cleanliness and hygiene at the catering facilities;
- Provide assistance in food preparation, kitchen hand tasks, assisting chefs and cooks and ensuring that the dining room facilities are fully stocked, clean and tidy;
- Work safely using various tools and equipment in accordance with company policies and procedures;
- Washing dishes;
- Food preparation;
- Clean and maintain kitchen and dining area; and
- Stock products as required.

### DESIRED SKILLS/ QUALITIES:

- Positive attitude and proactive team player
- Confident and competent in all hands-on services including breakfast, dinner and functions
- Readiness to be accountable
- Remote / resources experience highly advantageous
- Previous hospitality experience is highly desirable
- Knowledge of HACCP procedures and safe work practises is highly desirable
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to pass a National Police Check

### EDUCATION, LICENCES OR TRAINING REQUIRED:

The type of licences and qualifications required for this role depends on the company policies and procedures. However, some of the following qualifications and licences would be highly regarded.

**Please note:** Your potential employer could offer to pay for these courses, however, please confirm this with them.

- Certificate II in Hospitality (estimated cost of around \$1,022. In some states this qualification is subsidised by the government, so please check prior to enrolment)
- Certificate III in Hospitality (estimated cost of around \$5260 for a full fee paying student. You may be eligible for government subsidies, so please check prior to enrolment)
- Manual driver's licence
- HR- F licence endorsed is desirable

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the training above courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

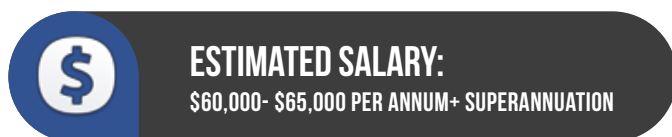
#### CAREER PATHWAYS:

With further education, there are a range of different career pathways for someone who is employed as a catering utility. The diagram below indicates a suggested career pathway.



#### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$60,000- \$65,000 PER ANNUM+ SUPERANNUATION



## CHEF

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This role manages the kitchen team to achieve a high standard in food production. The chef also controls and manages the food cost in line with the budget, source ingredients in accordance with the company's sourcing policy and control production and proportions in line with agreed specifications. The chef would be providing high quality dishes which have been prepared, cooked and presented according to company standards and within timescales required for camp service.

### DUTIES:

- Cook breakfast, lunch and dinner for 20-2000 people;
- Undertake all aspects of food preparation, cooking and presenting of dishes according to company guidelines and customer preferences;
- Liaise with kitchen staff, food and beverage staff and management regarding customer orders and general service and kitchen operations; and
- Maintain a safe and hygienic work environment.

### DESIRED SKILLS/ QUALITIES:

- Must have at least five years post apprenticeship experience
- Ability to cook for large numbers of people
- Safety conscious
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to pass a National Police Check
- Ability to live and work away from home
- Ability to work on a rotating roster

### EDUCATION, LICENCES OR TRAINING REQUIRED:

- Certificate III in Commercial Cookery (estimated cost of around \$3000)
- Certificate IV in Commercial Cooker, is highly desirable
- HACCP (Hazard Analysis and Critical Control Points) Trained

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

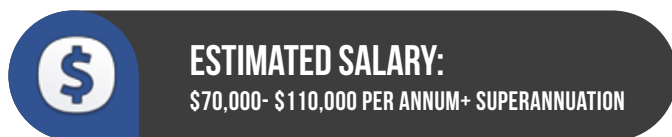
### CAREER PATHWAYS:

With further education, there are a range of different career pathways for someone who is employed as a chef. The diagram below indicates a suggested career pathway.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$70,000- \$110,000 PER ANNUM+ SUPERANNUATION



## CIVIL ENGINEER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

A professional engineering discipline that deals with the planning, design, construction and maintenance of the physical and naturally built environment, including transport systems, buildings, mine sites, water supplies and sewerage systems. It is the responsibility of the civil engineer to produce safe, economical and environmentally sound structures.

### DUTIES:

- Examine sites and locations to determine suitable foundations;
- Research, consult and advise of best engineering solutions for construction and maintenance purposes;
- Create detailed designs and documentations for construction of projects;
- Organise delivery of materials, plant and equipment to job sites;
- Establish detailed programs for the coordination of site activities to meet deadlines;
- Prepare engineering calculations and forecasts required for project design;
- Supervise the testing and commissioning of completed projects;
- Analyse and interpret various project reports;
- Analyse risks associated with natural hazards and identify solutions; and
- Arrange for geological and geophysical investigations.

### DESIRED SKILLS/ QUALITIES:

- Ability to identify, analyse and solve problems quickly
- Good oral and written communication skills
- Aptitude for computing, consulting and design
- Practical with an innovative flair
- Ability to work with minimal or no supervision
- Ability to work as a part of a team and independently when required
- Responsible and accountable
- Willing to contribute and adhere to the safety requirements of the projects
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

## EDUCATION, LICENCES OR TRAINING REQUIRED:

In order to secure a position as a civil engineer, you require the following qualification:

- Bachelor of Engineering (Civil)  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank- 5/92
  2. Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
  3. Both Chemistry and Physics, and Mathematics C are recommended

Estimated cost is around \$8363 per year. Again this varies according to each university. There are a number of universities Australia-wide that offer this degree.

To learn more about different universities and the courses, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

## CAREER PATHWAYS:

The diagram below demonstrates a suggested career pathway for someone with a degree in civil engineering, with some extra qualifications and some experience.



## WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$80,000 - \$150,000 PER ANNUM





## CLEANING UTILITY

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

As a valued member of the cleaning team, you would be required to maintain a high standard of cleanliness and hygiene at the village premises performing housekeeping and public area cleaning, external communal area cleaning and exterior building cleaning. You must work safely using various tools and equipment in accordance with company policies and procedures. Primary duties include housekeeping and room cleaning.

### DUTIES:

- Cleaning of rooms to a high standard;
- Mine site cleaning- offices, toilets and administration areas;
- Maintain high standard of cleanliness and hygiene at the premises; and
- Work safely using various tools and equipment in accordance with company policies and procedures.

### DESIRED SKILLS/ QUALITIES:

- Positive attitude
- Ability to work as a part of a team and independently when required
- Chemical and manual handling knowledge and experience is desirable
- Previous cleaning experience is desirable
- Housekeepers must have hotel/ accommodation cleaning experience
- Safety conscious
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to pass a National Police Check

### EDUCATION, LICENCES OR TRAINING REQUIRED:

The type of licences and qualifications required for these roles depends on the company policies and procedures. However, some of the following qualifications and licences would be highly regarded.

**Please note:** Your potential employer could offer to pay for these courses, however, please confirm this with them.

- Certificate II in Asset Maintenance (estimated cost of around \$1900)
- Certificate III in Asset Maintenance (estimated cost of around \$1900)
- Manual driver's licence
- HR- F licence endorsed is desirable

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses. Please visit [www.training.gov.au](http://www.training.gov.au) for further information.


### CAREER PATHWAYS:

With further education, there are a range of different career pathways for someone who is employed as a cleaning utility. The diagram below indicates a suggested career pathway.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$60,000- \$65,000 PER ANNUM + SUPERANNUATION



## CONCRETER IN THE RESOURCE SECTOR

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Concreters place, mix, spread, compact, finish and cure concrete for various buildings and structures using hand tools, machinery and other power tools.

### DUTIES:

- Mix cement, gravel, sand, water and other material to make concrete on site;
- Move concrete into relevant positions using a concrete pump;
- Place concrete into the formwork, ensuring that it is spread and levelled, then compacted;
- Operate various tools and machinery to float, trowel and polish the concrete surface;
- Create various surfaces textured by tamping, smoothing and shaping the concrete with a variety of hand tools;
- Cut joints into hardened concrete;
- Mix and apply tint when a coloured surface is required; and
- Dig foundation trenches if working on residential or small commercial developments.

### DESIRED SKILLS/ QUALITIES:

- Ability to undertake heavy lifting
- Enjoy practical work
- Ability to work outdoors
- Ability to work in dusty and noisy work environments
- Ability to work at heights and in underground tunnels
- Ability to travel to various job sites and start work early
- Physically fit
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

You can work as a concreter without any formal qualifications as you will obtain on-the-job training. You can also become a concreter through an apprenticeship in either concreting or civil construction, where the entry requirements may vary but employers generally require at least a Year 10 qualification. You will be required to obtain a construction white card (estimate cost of around \$80) to work at sites prior to starting work as a concreter.

If you are still at school you may choose to complete a pre-apprenticeship and pre-vocational course prior to entering the apprenticeship.

You may further develop your career in concreting under the civil or general construction training packages with the following training based on your areas of specialisation:

- Certificate III in Concreting (estimated Cost of around \$3500)
- Certificate II in Civil Construction(estimated Cost of around \$2343)
- Certificate III in Civil Construction (estimated Cost of around \$2063)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

#### CAREER PATHWAYS:

With further skills and education, the diagram below indicates a suggested career pathway.



#### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$38,000- \$80,000 PER ANNUM



## CONSTRUCTION WORKER/ BUILDER'S LABOURER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Construction workers or builder's labourers assist tradespeople on building and construction sites by undertaking a range of manual labouring tasks. Construction workers may specialise in various area through working with particular tradespeople a trade's assistant e.g. plaster, bricklayer or carpenter.

### DUTIES:

- Unload, carry and stack building materials and place tools and equipment in position to assist the tradesmen;
- Dig trenches using hand tools or jackhammers to break up rock and concrete, to lay footings and services;
- Place and compact filling and quarry materials;
- Help to erect and dismantle scaffolding, ramps, catwalks, barricades and warning lights;
- Mix, pour and spread concrete;
- Use wheelbarrows and other equipment to remove rubble and rubbish from building sites;
- Dismantle small structures and strip materials in preparation for new construction; and
- Clean building surfaces for painters.

### DESIRED SKILLS/ QUALITIES:

- Enjoy working outdoors
- Practical thinking skills
- Team player with the ability to work independently when required
- Ability to work at a constant pace and multitask
- Ability to understand and follow precise directions and instructions
- Ability to live and work away from home
- Physically fit
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake 12 hour shiftwork- day and night shifts

### EDUCATION, LICENCES OR TRAINING REQUIRED:

- A certificate in building and construction (estimated cost for a Certificate II in Building and Construction is around \$4,480, you may be eligible for a government subsidy) is highly desirable; however, previous experience in a similar role would be desirable for you to secure a position as a builder's labourer.
- A construction white card (estimated cost is around \$80) is a requirement in this field.
- A certificate or knowledge in operational health and safety (OHS) (estimated cost for an 8 hour course is around \$350 and for a 24 hour course is around \$900) would be highly regarded.

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses. Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

## CAREER PATHWAYS:

With further education, there are a range of career pathways for someone who is employed as a builder's labourer. As mentioned above, this depends on the chosen area of specialisation. The diagram below indicates a suggested career pathway.



## WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

\$

**ESTIMATED SALARY:**  
APPROXIMATELY \$1000 PER WEEK (FULL-TIME AND BEFORE TAX)



## CRANELIFT AND HOIST OPERATOR

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Operate stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in various areas such as building sites, factories and mines. Registration or licensing is required to operate the relevant machinery.

### DUTIES:

- Test the operation of the plant prior to use of machinery to ensure safety;
- Operate the different controls to rotate cranes, move cranes on fixed rails, raise and lower jibs and booms and raise, lower and move hooks and objects;
- Work in collaboration with construction riggers and crane chasers to position hooks and raise, move and place the different loads;
- Control the movement of loads and monitoring speed, acceleration and braking distances directly and by signalling to other operators;
- Monitor plant operations, instruments and gauges to detect malfunction and problems;
- Maintain lubricating ropes and winches on cranes and replacing worn cables;
- Operate cranes fitted with attachments for purposes such as demolition and pile driving, if required; and
- Operate overhead cranes using hand controls suspended by cables from cranes, if required.

### DESIRED SKILLS/ QUALITIES:

- Comfortable working at heights
- Safety conscious
- Ability to work as a part of a team and independently when required
- The ability to follow verbal instructions and communicate clearly
- Good time management skills with the ability to multi-task
- Good eyesight with the ability to judge distances and attention to detail
- Good hand-eye coordination
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

There are a few requirements that you must meet to become a crane operator.

- Aged 18 or above
- Trained to operate a crane by a Registered Training Organisation (RTO) and assessed by a Worksafe Registered Assessor



- Licensed to perform high risk work (estimated cost of around \$69)
- If you are working on a construction site, completed nationally accredited construction induction training and issued with a construction induction card
- Option to complete a traineeship in Mobile Cranes (Level 3) to get you started (estimated cost of around \$2400- \$3950)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses above.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

#### CAREER PATHWAYS:

The diagram below indicates a career pathway for a crane lift and hoist operator, with further education and skills.



#### WHAT CAN THIS ROLE OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$44,000- \$110,000 PER ANNUM



## **DIESEL MOTOR MECHANIC**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

Test, diagnose, repair and maintain diesel motors and the mechanical parts of heavy vehicles such as trucks, buses, plant equipment, tractors, as well as generators, pumps and drilling rigs. The engines and systems repaired could have issues with a variety of areas including electrical, transmission, fuel injection, suspension, steering and brakes. The position requires the ability to work with a range of welding and processing tools.

### **DUTIES:**

- Diagnose, overhaul, repair, tune, maintain and test diesel, petrol and gas powered vehicles;
- Detect mechanical and electrical faults using various technical instruments;
- Repair and maintain the hydraulic components of diesel, petrol and gas engines that are used to power attachments such as hoists, booms, scrapers, buckets and augers; and
- Use oxy, electric, TIG and MIG welding, hand fitting or machining processes to replace or repair faulty parts.

### **DESIRED SKILLS/ QUALITIES:**

- Enjoy manual and practical tasks
- Ability to complete precise and detailed work of high quality
- Mechanical aptitude
- Excellent numeracy skills
- Good hand-eye coordination and eye for detail
- Ability to pass pre-employment medical tests
- Physically fit
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

- In order to be considered for a heavy vehicle motor mechanic role you are required to complete an Automotive Mechanical Technology (Heavy Vehicle) or an Engineering Mechanical Trade (Heavy Plant Mechanic) apprenticeship of around four years.

Please visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for further information.

- To boost your chances of securing an apprenticeship, you are encouraged to acquire some basic skills and knowledge commonly used in the trade through a pre-apprenticeship program such as a mechanical plant mechanic pre-apprenticeship.

- If you are still at school and interested in becoming a diesel motor mechanic, you also have the option to start a school-based apprenticeship arranged by your school.

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses or can provide further information on apprenticeship programs available.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

**Please Note:** To work as a heavy vehicle motor mechanic in Western Australia (WA), you are required to obtain or be employed by someone who holds a Motor Vehicle Repairer's Certificate.

#### CAREER PATHWAYS:

The diagram below indicates a suggested career pathway for a diesel mechanic or heavy vehicle mechanic, with some extra qualifications and further education.



#### WHAT CAN THIS ROLE OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
APPROXIMATELY, \$850 PER WEEK (FULL-TIME AND BEFORE TAX)

If you are self-employed or work in a Fly In/Fly Out (FIFO) role, you have the opportunity to earn considerably more than the estimated salary.



## **EARTHMOVING PLANT OPERATOR**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

Operate plant to excavate earth, ore and rock; break up pavement, road, rock and obstructions; move and load earth, rock and debris; and level, smooth and compact surfaces in construction and other projects. Often work in conjunction with other physical and construction labourers to run machinery and to carry out designated tasks and duties. Also known as: backhoe, bulldozer, excavator, grader or loader operators.

### **DUTIES:**

- Adjust and operate controls of machinery to match project specifications;
- Select, fit and remove attachments such as buckets, winches, loading scoops and more;
- Choose attachments to fit the task at hand;
- Follow verbal or written instructions to carry out tasks;
- Maintain and repair complex machinery;
- Manipulate controls to break up pavement or excavate earth;
- Monitor operation of plant and adjust controls to regulate pressure, speed and flow of operation;
- Follow exact procedures to ensure safety of other workers;
- Raise, lower and manipulate attachments using manual and hydraulic controls;
- Work from drawings, markers and verbal instructions; and
- Servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs.

### **DESIRED SKILLS/ QUALITIES:**

- Ability to listen and follow instructions accurately
- Basic mechanical skills to maintain and repair machinery if required
- Good communication skills to work with others to complete the required tasks
- Good concentration and focus on the task at hand
- Smooth hand-eye coordination for operation of machinery
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

One or some of the following qualifications and/or assessments could assist you to secure a position as an earth moving plant operator, along with a current driver's licence.

### Earth Moving Plant Operator

- Certificate II- Bituminous Surfacing (estimated cost of around \$1200 for 0.5 year course)
- Certificate II- Civil Construction
- Certificate III- Local Government (Operational Works) (estimated cost of around \$1689- \$3995)
- Skills Set Surface Coal Mine Safety- Statement of Attainment (Estimated cost of around \$1030)
- Skill Set Underground Coal Mine Safety- Statement of Attainment (Estimated cost of around \$1030)
- Certificate II- Surface Extraction Operations (Estimated cost of around \$3638)
- Certificate II- Underground Coal Mining (Estimated cost of around \$800)
- Certificate II- Underground Metalliferous Mining

### Earthmoving Plant operator (General)

- Certificate II- Civil Construction
- Civil Construction Earth Moving- Statement of Attainment (estimated cost of around \$1865 for Earthmoving- front end loader, excavator, skid-steer, backhoe)

### Backhoe Operator

- Backhoe- Loader Operations- Statement of Attainment (estimated cost of around \$1360 for backhoe and kid-steer)

### Bulldozer Operator

- Civil Construction Dozer Operations- Statement of Attainment (Estimated cost of around \$1070)
- Skills Set for A Crawler Dozer Operator- Statement of Attainment (Estimated cost of around \$1070)

### Excavator Operator

- Civil Construction Excavator Operations- Statement of Attainment (Estimated cost of \$2160)
- Conservation Earthworks- Statement of Attainment
- Skills Set for an Excavator Operator- Statement of Attainment (Estimated cost of \$2160)

### Grader Operator

- Civil Construction Grader Operations- Statement of Attainment (Estimated cost of around \$375 for assessment of experienced Grader Operators)

### Loader Operator

- Civil Construction Skid Steer Loader Operations- Statement of Attainment (Estimated cost of \$2160)
- Civil Construction Wheeled Front End Loader (Operations) Statement of Attainment (Estimated cost of \$2160)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

## CAREER PATHWAYS:

The below diagram indicates a career pathway for earthmoving plant operators, with further education and experience.



## WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

 **ESTIMATED SALARY:**  
\$35,000-\$100,000 PER ANNUM









## ELECTRICAL ENGINEER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Application of scientific and engineering principles in the research, design, manufacturing, operation and maintenance of electrical and electronic equipment, machine and building systems as well as various components.

### DUTIES:

- Discuss with engineers, customers, and others stakeholders regarding existing or potential projects and products;
- Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products and systems;
- Operate computer-assisted engineering and design software (CAD) and other equipment;
- Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and project requirements;
- Perform detailed calculations to determine and establish manufacturing, construction, and installation standards and specifications;
- Inspect completed installations and observe operations, to ensure conformance to design specifications and compliance with operational and safety standards;
- Plan and implement research methodology and procedures to apply principles of electrical theory to projects;
- Organise specifications for purchase of materials and equipment;
- Supervise and train project team members;
- Research and test vendors' and competitors' products;
- Oversee project production to assure projects are completed satisfactorily, on time and within budget;
- Create and study technical drawings, specifications of systems and maps to ensure that installation and operations comply with the standards and customer requirements;
- Investigate complaints, determine nature and extent of problem, and recommend corrective measures;
- Plan layout of power generating plants, distribution lines and stations;
- Participating in the development of capital project programs for new equipment and repairs;
- Developing budgets, estimating labour, material and construction costs of the projects;
- Collate data and write reports regarding existing, upcoming and potential engineering studies and projects;
- Collect data relating to property development, population and power system interconnection to determine efficiency of electrical systems; and
- Conduct field surveys and study maps, graphs and diagrams to identify and correct power system problems.

#### **DESIRED SKILLS/ QUALITIES:**

- Excellent listening, consulting and communication skills
- Critical thinking skills with the ability to resolve problems
- Aptitude for design and technology
- Ability to collate, analyse and interpret data
- Excellent coordination and decision making skills
- Excellent literacy and numeracy skills
- Ability to lead, motivate and supervise
- Team player with the ability to work independently when required
- Excellent project management skills
- Good knowledge of electrical and electronic systems and equipment or willingness to learn
- Ability to live & work away from home
- Ability to maintain negative Drug and Alcohol tests
- Ability to work in remote locations
- Ability to undertake 12 hour shiftwork, day and night shift

#### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

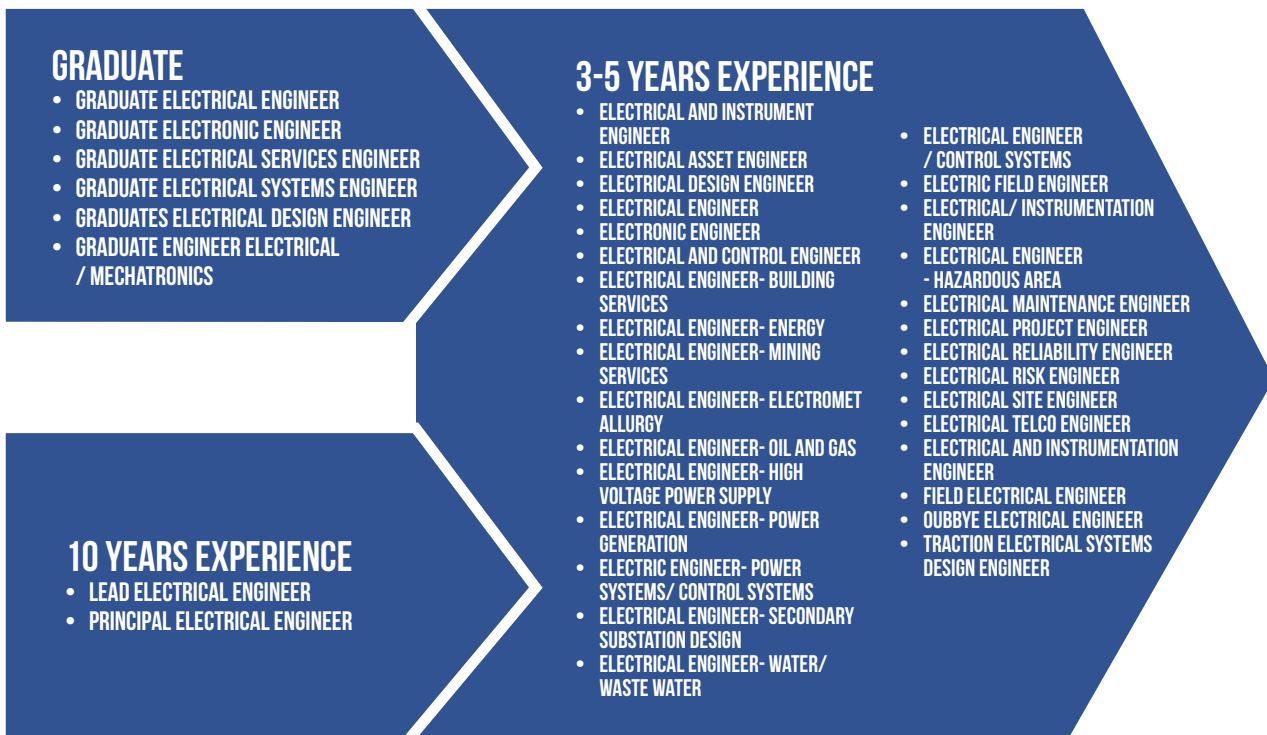
In order to secure a position as an electrical engineer, you require the following qualification;

- Bachelor of Engineering (Electrical and Electronic Engineering)  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank- 5/92
  2. Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
  3. Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

## CAREER PATHWAYS:

The diagram below indicates a suggested career pathway for those with a degree in electrical/ electronic engineering and some extra qualifications and experience.



## WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

**ESTIMATED SALARY:**  
\$75,000- \$145,000 PER ANNUM





## ELECTRICAL INSTRUMENTATION WORKER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Electrical instrumentation workers undertake work related to the design, fabrication, installation, maintenance, operation, inspection and testing of a variety of control systems and equipment in various areas such as electrical, electronic, pneumatic and computers as well as other duties as required.

### DUTIES:

- Install electronic instruments and control systems;
- Examine and test faulty electronic instruments and control systems to identify faults;
- Undertake calibration and make sure there is correction operation of instrumentation equipment; and
- Repair and maintain electronic instruments and control systems.

### DESIRED SKILLS/ QUALITIES:

- Enjoy technical and engineering work
- Able to analyse and solve problems
- Able to perform intricate work
- An aptitude for mechanics and electronics
- Physically fit
- Good eyesight and normal colour vision
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both day and night shifts

### EDUCATION, LICENCES OR TRAINING REQUIRED:

To become an instrumentation tradesperson, you usually have to complete an apprenticeship in instrumentation and control.

The entry requirements to the program may vary, however, employers usually require completion of Year 10.

Once you are employed, you may be able to develop and have recognised, additional skills under the Electrotechnology Training Package that will expand your career opportunities within this industry.

### EXTRA QUALIFICATIONS WHICH WILL ASSIST YOU WITH YOUR CAREER INCLUDE:

- Certificate III in Instrumentation and Control (estimated cost of around \$4700)
- Certificate IV in Instrumentation and Control (estimate Cost of around \$2400- \$3950)

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

The below diagram indicates a possible career pathway for electrical instrumentation workers, with further skills and education.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**\$** **ESTIMATED SALARY:**  
\$69,000- \$202,000 PER ANNUM





## ELECTRICIAN

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Electricians install, maintain, repair, test and commission electrical and electronic equipment and systems for commercial, industrial and domestic uses. They may also undertake work on electrical transmission and distribution equipment. Electricians are also required to interpret drawings to determine the wiring layout of properties and are responsible for establishing and ensuring ongoing supply of power from generators to plant and accommodation units in mines.

### DUTIES:

- Locate and repair faults;
- Maintain lighting, switches and electrical equipment in safe working order;
- Install wiring and circuits for extensions and additions to work sites;
- Ensure safe practices are followed near electrical outlets;
- Read and interpret electrical, architectural and mechanical diagrams, drawings or specifications to determine project requirements;
- Plan the layout of wiring systems;
- Test, locate and repair electrical malfunctions;
- Install electrical and electronic control systems and insulated cables and various electrical equipment such as storage heaters, electrical signs, water heaters, motors, switchboards;
- Assemble and fabricate electrical and electronic components and appliances;
- Connect electrical equipment to power supplies;
- Connect switches, outlets and other fittings, circuit breakers; and
- Maintain automated production processes;

### DESIRED SKILLS/ QUALITIES:

- Enjoy mathematical and technical activities
- Problem solving skills with the ability to think logically and diagnose issues
- Aptitude for mechanics and electronics
- Able to perform precise and detailed work
- Excellent team player with the ability to work independently
- Excellent communication skills
- Excellent hand-eye coordination and good quality of work
- Physically fit
- Good literacy and numeracy skills at a minimum of Year 10 level
- Experienced in a similar industry such as manufacturing
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to pass pre-employment medical tests



## EDUCATION, LICENCES OR TRAINING REQUIRED:

A school-based pre-apprenticeship course, an electrical apprenticeship or some initial work experience could assist you to become an electrician.

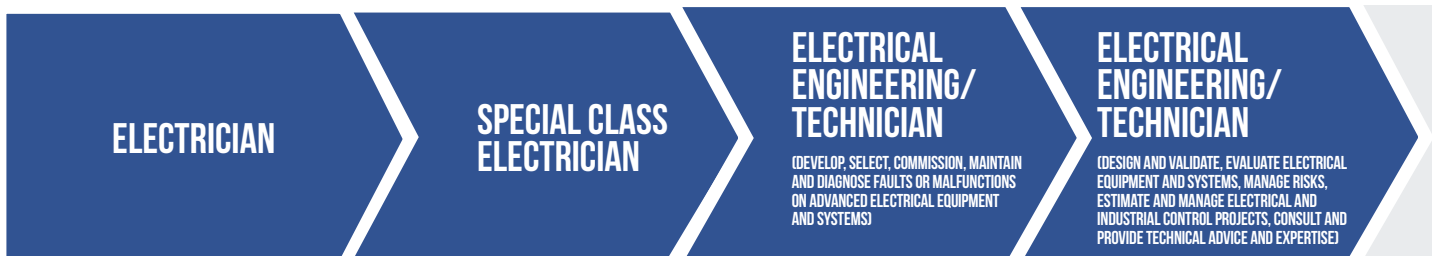
Some extra qualifications could increase your chances of career development.

- Certificate II in Electrotechnology (estimated cost of around \$2400-\$3950) is a first step to becoming an electrician
- Certificate III in Electrotechnology (Electrician) (estimated cost of around \$2400-\$3950) will give you the opportunity to become a qualified electrician
- Overseas-qualified people need to complete an assessment and additional training prior to being granted a licence to carry out electrical work in Australia.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

## CAREER PATHWAYS:

Electricians can develop their career in the following manner, with further skills and education:



## WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$40,000-\$80,000 PER ANNUM



## **GEOSCIENTIST/ GEOLOGIST**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

Geoscientists are involved in the discovery, exploration and development of natural resources such as gas, oil and water. They interpret geophysical, geochemical and geological data to develop models of the earth's surface with the aim of discovering commercially viable and exploitable reserves of natural resources. Geoscientist provides the foundation for the exploration and production of natural resources. They are also involved in the production of reserves and may provide specialist advice for engineering projects.

### **DUTIES:**

- Collect information in the field, from seismic and well data and other data sources;
- Monitor the acquisition of data to ensure accuracy and consistent quality;
- Interpret data using technical software to determine subsurface geology and the economic importance of natural resources;
- Develop geological models of the earth's subsurfaces to understand the geological structures, rock characteristics and the likely distribution of oil, gas, mineral- bearing sections;
- Interpret the results in collaboration with other earth science professionals;
- Assess the potential quality of mineral and hydrocarbon resources;
- Work with drilling engineers to determine drilling locations based on data and models developed;
- Produce and presenting geological maps and reports;
- Perform detailed geological risk analysis of proposed exploration targets;
- Plan and undertake exploration drilling programs, after interpreting the data;
- Plan the location and trajectory of development wells and create proposals in conjunction with the project team;
- Research and create new opportunities to access remaining reserves;
- Implement new technologies in the various processes;
- Advise engineers and senior management on geological factors affecting exploration.

### **DESIRED SKILLS/ QUALITIES:**

- Practical skills for using instruments and technical equipment
- Good communication skills, both written and verbal
- Be able to work both independently and as a part of a team
- Good observation skills and eye for detail
- Have a methodical and systematic approach to problem solving
- Ability to maintain negative drug and alcohol tests
- Ability to take responsibility for important decisions
- Be aware of and adhere to the health and safety issues and standards
- Ability to work independently and as a part of a team
- Ability to prepare accurate records and reports
- Physically fit and prepared to work outdoors in a variety of different work environments

- Ability to live and work away from home
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

**EDUCATION, LICENCES OR TRAINING REQUIRED:**

- Degree in Science or Applied Science, majoring in Geology, Geological Science, Applied Geology and Earth Science  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics

To learn more about the different universities and the courses on offer, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

**CAREER PATHWAYS:**

With further skills and education, a geoscientists/ geologists can develop their career in the following manner:



**WHAT CAN THE INDUSTRY OFFER YOU?**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$60,000- \$165,000 PER ANNUM



## **HORTICULTURALIST/ GARDENER**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

This position is responsible for year-round propagating, grooming and maintenance of the plants and gardens at camp-sites.

### **DUTIES:**

- Ensure gardens and surroundings are well maintained, that the plants and the collection are healthy, and the garden is safe and attractive for everyone;
- Perform and support horticultural practices, encouraging overall plant health and soil nutrition, to include sustainable gardening and pest management practices;
- Use and maintain the various horticultural tools and equipment;
- Maintain lawn and turf and undertake overall tree care; and
- Coordinate the plant health and pest management program.

### **DESIRED SKILLS/ QUALITIES:**

- Previous experience in a horticultural role is highly desirable
- The role involves a lot of walking, bending, lifting, so the candidate must be physically fit
- Ability to follow instructions and work as a part of a team
- Ability to work on a rotating roster
- Ability to work in all weather and temperature conditions
- Ability to pass pre-employment medical tests
- Ability to pass a Drug and Alcohol tests on an ongoing basis
- Ability to pass a National Criminal History Check

### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

The licences and qualifications required for these roles depend on the company policies and procedures. However, the following qualifications and licences would be highly regarded.

- Certificate II Horticulture
- Certificate III in Horticulture
- Manual driver's licence
- HR- F licence endorsed is desirable

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

With further education, there are a range of career pathways for horticulturalists. The diagram below indicates a suggested career pathway.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$60,000- \$80,000 PER ANNUM + SUPERANNUATION



## LEASEHAND

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

The coal seam gas drilling industry uses three types of occupations to drill exploration holes and permanent wells for extraction purposes. Drillers assist to move drilling rigs and equipment from site to site, set-up in the new site and connect power cables or hoses for water and air supply. A leasehand is the entry level position to your career as a driller.

### DUTIES:

- Assist moving drilling rigs and equipment to various sites, setting up of the drilling rigs and equipment in the new site and connecting power cables and/or hoses for water and air supply;
- Help obtain drilling core samples;
- Dig, clean and maintain mud pits and drains;
- Mix and test drilling fluids, chemicals and grout;
- Assist in slotting, welding and inserting casing screens;
- Assist with the development of wells and pumping tests;
- Operate equipment, such as pumps for air, water and mud;
- Use equipment and tools to correct problems in drilled holes caused by unforeseen circumstances;
- Carry out minor maintenance and repair, including lubrication and cleaning; and
- Clean and maintain equipment, drill and camp sites.

### DESIRED SKILLS/ QUALITIES:

- Sound literacy and numeracy skills
- Team player with the ability to work independently when required
- Ability to work at heights, outdoors and in confined spaces
- Enjoy practical and manual activities
- Aptitude for mechanics and with the ability to handle machinery
- Good organisational and planning skills
- Good eye for detail and accuracy with the ability to record information precisely
- Be at least 18 years of age with no criminal history
- Physically fit with a high regard for safety
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations under difficult conditions
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

Some of the desired qualifications or training is as follows:

- Induction courses e.g. Rig Ready or Rig Introduction
- Certificate II in Drilling Oil/Gas (Onshore) (estimated Cost of around \$991 Non- Concession)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

The diagram below indicates a suggested pathway for leasehands with further skills and education.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$70,000- \$130,000 PER ANNUM





## MECHANICAL ENGINEER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This profession focuses on the design, development, research, evaluation, manufacturing, installation, testing, operation, maintenance and management of machines, mechanical and mechatronic systems, automated and robotic systems and devices, thermodynamic and combustion systems and processes, fluid and thermal energy systems, materials and materials handling systems, manufacturing equipment and process plants.

### DUTIES:

- Design and construct resource development projects;
- Design new machines, equipment and systems considering costs, material, suitability and life;
- Undertake project research in various areas such as use and application of different fuels, energy, materials, heating, handling, storage and pumping of liquids;
- Use Computer Aided Design (CAD) software to design plants;
- Supervise and manage the working of production plants e.g. coal handling, power stations; and
- Set up work control systems.

### DESIRED SKILLS/ QUALITIES:

- Enjoy technical and engineering tasks and project management
- Willingness to adhere to safety requirements and procedures
- Ability to identify, analyse and solve problems
- Good communication skills both written and verbal
- Enjoy computing and technical design
- Practical with an innovative talent
- Team player with the ability to work independently when required
- Responsible and accountable
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both day and night shifts

### EDUCATION, LICENCES OR TRAINING REQUIRED:

In order to secure a position as a mechanical engineer, you require the following qualification;

- Bachelor of Engineering (Mechanical)  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank- 5/92
  2. Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
  3. Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

**CAREER PATHWAYS:**

With a Degree in Mechanical Engineering and some extra qualifications and experience, your career has the opportunity to grow in the following manner:



**WHAT CAN THE INDUSTRY OFFER YOU?**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$80,000-\$150,000 PER ANNUM



## **MINE SITE SECURITY OFFICER**

Employment in the resources, related construction and allied service industries

### **JOB DESCRIPTION:**

The mine site security officer provides security, site access control services and assistance to the assigned project and jobsite activities. They assist in the implementation of security programs which are incorporated into the project construction activities, develop an effective working relationship with allocated project personnel and advise their supervisors regarding their progress, any issues and actions required.

### **DUTIES:**

- All security operations;
- Gatehouse walk around of the village/ site;
- Work autonomously to ensure the health and safety of all; and
- Enforce security procedures.

### **DESIRED SKILLS/ QUALITIES:**

- Security licence
- Crown control licence
- First aid certificate
- Safety conscious
- Ability to work day and night shifts
- Ability to work on a rotating roster
- Ability to live and work away from home
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to undertake a National Police Check

### **EDUCATION, LICENCES OR TRAINING REQUIRED:**

- Security licence (specific to the state)
- Crowd Control licence (estimated cost of around \$280+per annum, based on the licence category you choose and the state you live in)
- First aid certificate (estimated cost of around \$175)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses above.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

There is a range of different career pathways for mine site security officers. The diagram below indicates a suggested career pathway.



**MINE SITE  
SECURITY OFFICER**

**OPERATIONS  
MANAGER**

### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$75,000-\$90,000 PER ANNUM



## MINING ENGINEER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This is an in-demand position within the Australian minerals sector. Mining engineers design potential mine sites, undertake feasibility studies and provide consultancy services. They plan and supervise the processes and various aspects involved in extracting minerals from mines. This position involves heavy involvement in developing new mines, including assessing whether mineral deposits can be profitably mined, and also research new techniques and processes to improve the efficiency and safety of mines.

### DUTIES:

- Conduct investigations and evaluations of mineral deposits to determine mining profitability;
- Determine the most suitable method of mining for the site;
- Design and prepare plans and layouts for the mines, mining operations and development using Computer Aided Design (CAD);
- Plan and coordinate the deployment of staff and equipment;
- Consult and negotiate with geologists and other engineers on design, selection and provisions of machines, facilities, infrastructure and systems for the mines;
- Ensure mining regulations are observed and followed and coordinate with the operations supervisor to make sure there is proper implementation of plans;
- Conduct investigations of mineral deposits and undertake evaluation in collaboration with geologists, other earth scientists and economists to determine whether the mineral deposits can be mined profitably as well as determine the most suitable method of mining;
- Assist with calculations, prepare estimates on the cost of the operation and control expenditure when mines begin production;
- Oversee the construction of the mine and the installation of the plant machinery and equipment;
- Conduct research aimed at improving efficiency and safety in mines; and
- Establish first aid and emergency services facilities at the mines.

### DESIRED SKILLS/ QUALITIES:

- Enjoy technical and engineering work
- Willingness to adhere to strict safety requirements
- Ability to identify, analyse and solve problems quickly
- Good communication skills both written and oral
- Aptitude for computing, technology and design
- Practical with an innovative flare
- Team player with the ability to work independently when required
- Responsible and accountable
- Ability to think outside the box and act decisively
- Previously worked in a technical or supervisory role on a mine site
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

- Bachelor of Science  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics
- Bachelor of Engineering (Mining Engineering)  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank- 5/92
  2. Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
  3. Both Chemistry and Physics, and Mathematics C are recommended
- Bachelor of Engineering (Mining Systems)  
Entry Requirements, vary according the University, however, some of the entry requirements are:
  1. OP/ Rank- 5/92
  2. Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
  3. Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

### CAREER PATHWAYS:

With employment as a mining engineer and some extra qualifications and experience, your career has the opportunity to grow in the following manner:

MINING ENGINEER

MINERAL  
PROCESS  
ENGINEER

MINE SHIFT  
MANAGER

### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$85,000- \$150,000 PER ANNUM



## OCCUPATIONAL HEALTH AND SAFETY OFFICER (OH&S)

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Coordinate health and safety systems in an organisation. Identify hazards, assess risks to health and safety, and implement appropriate safety controls and advice on accident prevention and occupational health to staff.

### DUTIES:

- Promote occupational health and safety within the organisation and develop safer and healthier ways of working;
- Inspect machinery and equipment to ensure they meet the safety regulations;
- Work with engineers and other staff to ensure the safety of worksites;
- Ensure that personal protective equipment (PPE) is being used in workplaces according to specific regulations;
- Ensure that dangerous goods and materials are stored appropriately;
- Identify and test work areas for potential hazards and apply control measures;
- Ensure that the organisation is aware of and complies with all workplace legislations and regulations and the use of its plant, equipment and substances;
- Assist with supervising the investigation of accidents and unsafe working conditions, study possible causes and recommend corrective action;
- Run training sessions for staff on health and safety practices and legislation;
- Assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work;
- Coordinate emergency procedures, mine rescues, fire fighting and first aid crews;
- Liaise with management to report on the status of the occupational health and safety program within the projects and the organisation itself; and
- Develop occupational health and safety systems- policies, procedures and manuals.

### DESIRED SKILLS/ QUALITIES:

- Tact and diplomacy
- Team player with the ability to work independently when required
- Excellent communication skills
- Excellent interpersonal skills
- Integrity and honesty
- High regard for workplace safety
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights



### EDUCATION, LICENCES OR TRAINING REQUIRED:

To become an occupational health and safety officer, it is required that you obtain one or more of the following qualifications;

- Certificate III in Occupational Health and Safety (estimated cost of around \$1,600)
- Certificate IV in Occupational Health and Safety (estimated cost of around \$1,950)
- Diploma in Occupational Health and Safety (estimated cost of around \$4,450)
- Diploma in Enrolled Nursing (estimated cost of around \$15,000 per year)

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

With employment as an occupational health and safety officer and some extra qualifications and experience, your career has the opportunity to grow in the following manner.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$50,000- \$120,000 PER ANNUM



## PETROLEUM ENGINEER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Also known as petroleum geoscientist, oil and gas engineer, offshore engineer and reservoir Engineer, this role involves the planning and management of the recovery of oil and gas from petroleum reservoirs on and off-shore.

### DUTIES:

- Learn the geological and geophysical facts to determine the type of drilling equipment and method of drilling required to undertake the process in an efficient and cost effective manner and plan the locations for drilling;
- Assist in determining the economic potential of oil and gas reserves by directing the testing of boreholes;
- Identify the liquids and gases contained, the rate at which they can be uncovered, and the temperatures and pressures that needs to be dealt with;
- Research and provide advice on engineering operations for the extraction of petroleum or natural gas;
- Determine the best methods to develop oil and gas reserves and to maximise profits;
- Identify methods of controlling the flow of oil and gas from wells and keep records of production;
- Determine techniques to transport oil and gas reserves to the seabed, including the use of down hole pumps and gas lift system;
- Study and understand operating equipment, environmental problems and the treatment of oil to eliminate sediment and water;
- Conduct activities in accordance with environmental policies and codes;
- Understand and adhere to the health and safety procedures; and
- Monitor the necessary safety procedures and facilities for personnel working on the project.

### DESIRED SKILLS/ QUALITIES:

- Enjoy technical and engineering tasks and project management
- Willingness to improve and adhere to safety requirements and procedures
- Ability to identify, analyse and solve problems
- Good communication skills both written and verbal
- Responsible and accountable
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights
- Enjoy computing and technical design
- Practical with an innovative talent
- Team player with the ability to work independently when required
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests

### EDUCATION, LICENCES OR TRAINING REQUIRED:

In order to secure a position as a petroleum engineer, you will require one or more of the following qualifications:

- Bachelor of Engineering (Petroleum)  
Entry requirements vary according the university, however some entry requirements include:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics

- Bachelor of Engineering (Ocean Systems)  
Entry requirements vary according the university, however some entry requirements include:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics
  
- Bachelor of Engineering (Oil and Gas)  
Entry requirements vary according the university, however some entry requirements include:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics
  
- Bachelor of Engineering (Chemical)  
Entry requirements vary according the university, however some of the entry requirements include:
  1. OP/ Rank 2012- 10/81
  2. Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics
  
- Master of Science in Petroleum Engineering  
Entry requirements vary according the university, however some entry requirements include:
  1. Honours Degree in Engineering or relevant science discipline- geology, physics, chemistry or mathematics is standard
  2. Relevant industrial experience is taken into consideration

To learn more about the different universities and the courses on offer, please visit [www.australianuniversities.com.au](http://www.australianuniversities.com.au)

#### CAREER PATHWAYS:

With qualifications and experience in petroleum engineering, your career has the opportunity to grow in the following manner:



#### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

\$

**ESTIMATED SALARY:**  
\$180,000-\$200,000 PER ANNUM



## PLUMBER

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Plumbers assemble, install and repair pipes, fittings and fixtures of heating, water, drainage systems, metal roofing, gas meters and regulators according to specifications and plumbing codes.

### DUTIES:

- Prepare and/ or study plans and specifications to identify the layout of plumbing systems and material required;
- Find and mark position for connections, cut holes to accommodate pipes;
- Measure pipes and mark cutting or bending lines;
- Cut, thread and bend pipes;
- Assemble and install piping, valves and fittings, join pipe sections and secure pipes;
- Test lines as required and follow plumbing regulations; and
- Install, maintain and repair various equipment and plumbing systems e.g. boilers, pumps, heating and cooling systems, gas appliances, water tanks, water heaters, solar water heating systems, fixtures such as toilets, wash basins and industrial processing units.

### DESIRED SKILLS/ QUALITIES:

- Ability to install, modify and fix plumbing systems or the tools and willingness to learn
- Profound knowledge of plumbing codes and practices or the willingness to learn
- Ability to maintain records and organise daily activity reports and schedules
- Ability to estimate material, labour and equipment cost along with good literacy and numeracy skills
- Ability to create diagrams and outline work using blueprint drawings and work orders
- Ability to use and maintain plumbing tools and equipment or the ability to learn
- Quick thinker with the ability to solve problems
- Efficient with the ability to with minimal supervision
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

There are several education and training options to become a plumber:

- Certificate II in Plumbing, a Pre-Apprenticeship Course (estimated cost of around \$626 + additional charges)
- Certificate III in Plumbing (estimated cost of around \$1,575)
- Certificate IV in Plumbing and Services (estimated cost of around \$1,078 per year)
- A plumbing apprenticeship
- School-based traineeship

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

With further skills and education, plumbers can develop their career in the following manner:

APPRENTICE PLUMBER

PLUMBER

- PLUMBER
- FOREMAN PLUMBER
- CONTRACTOR

### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



#### ESTIMATED SALARY:

\$580 - \$ 1200 PER WEEK



## PROCESS PLANT OPERATOR

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

Process plant operators assist with the operation of machinery and equipment to produce various materials. The process plant operator controls, monitors and maintains the machine and equipment used to product, refine and pumps chemicals, oil, gas and petroleum.

### DUTIES:

- Set the controls and observe gauges and other instrumentation to monitor progress of process;
- Check for malfunctions, leaks and other faults and adjust pressure, temperature, tension and other controls;
- Prepare and measure the raw materials to be used in manufacturing and refining processes (weight, measure and mix ingredients);
- Clean, maintain and disinfect machines;
- Operate machines to combine and process ingredients or finish products;
- Place products on drying trays to cool them down;
- Apply coatings to flavour, colour, preserve or add medication to products;
- Measure and test finished products; and
- Weight and package finished products.

### DESIRED SKILLS/ QUALITIES:

- Interest in practical and manual work
- Able to work as a part of a team and independently when required
- Able to carry out tasks quickly and methodically and follow instructions both written and verbal
- Safety conscious
- Good problem solving and analytical skills
- Good hand-eye coordination with good eye for detail
- Physically fit
- Ability to live and work away from home
- Ability to maintain negative drug and alcohol tests
- Ability to work in remote locations
- Ability to undertake shiftwork, both days and nights

### EDUCATION, LICENCES OR TRAINING REQUIRED:

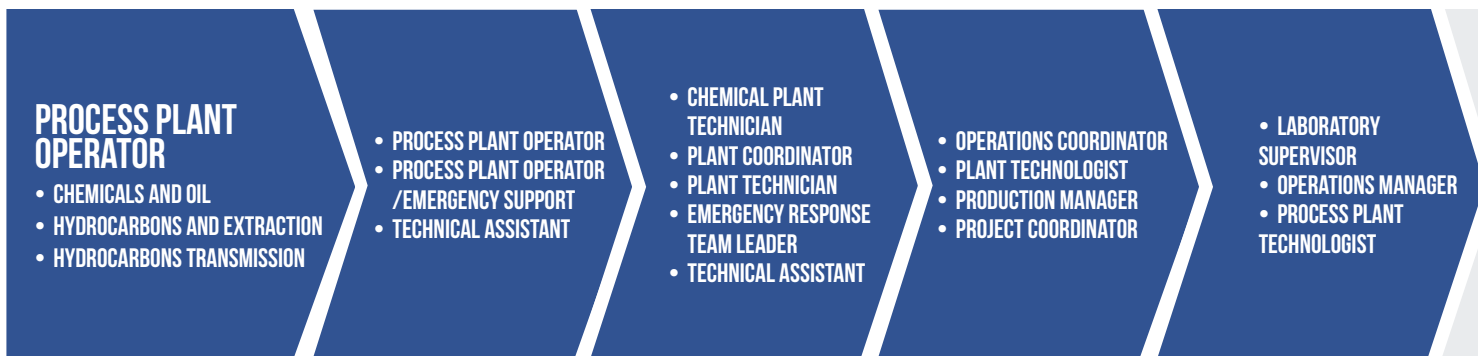
There are several education and training options to become a process plant operator:

- Certificate II in Process Plant Operations (estimated cost of around \$2,400- \$3,950)
- Certificate III in Process Plant Operations (estimated cost of around \$2,400- \$3,950)
- Traineeship in Process Plant Operations (level 2 or level 3)
- School-based traineeship

Further education option- Bachelor of Engineering (Chemical Engineering) please visit [www.training.gov.au](http://www.training.gov.au).

**CAREER PATHWAYS:**

With employment as a process plant operator and some extra qualifications and experience, your career has the opportunity to grow in the following manner.



**WHAT CAN THE INDUSTRY OFFER YOU?**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$40,000- \$55,000 PER ANNUM





## VILLAGE MANAGEMENT

Employment in the resources, related construction and allied service industries

### JOB DESCRIPTION:

This could be either a village manager or a village assistant manager position. The role involves the overall responsibility of managing the daily operations of the site village.

### DUTIES:

- All facets of village management:
  1. Catering
  2. Accommodation
  3. Logistics
  4. Human resources (HR)/ industrial relations (IR)- people management
  5. Financial and budget control
- Manage on-site service provision and maintain multiple client relationships;
- Support various HR functions: recruitment, payroll, training, staff performance;
- Ensure all departments/facilities comply with company policies and procedures;
- Undertake financial reporting and site budget planning and management;
- Analyse business performance and identify areas for improvement;
- Develop and implement site-specific work plans and monitor the progress;
- Manage mobilisations of new staff and rooms as and when required.

### DESIRED SKILLS/ QUALITIES:

- Previous management experience in a hospitality role
- Food and beverage (F&B) experience
- Safety trained and safety conscious
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to pass a National Police Check

### EDUCATION, LICENCES OR TRAINING REQUIRED:

- Minimum of Certificate IV in Hospitality Management

In some states this qualification is subsidised by the government, so please check prior to enrolment.

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit [www.training.gov.au](http://www.training.gov.au) for further information.

### CAREER PATHWAYS:

With further education, there are a range of career pathways for someone who is employed in a village management role. The diagram below indicates a suggested career pathway.



### WHAT CAN THE INDUSTRY OFFER YOU?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry



**ESTIMATED SALARY:**  
\$75,000- \$110,000 PER ANNUM + SUPERANNUATION

# RETENTION



## SETTLING INTO A NEW JOB

Settling into a new job, a new work environment and sometimes a new location is not easy. The section below provides some tips to ensure you succeed in a new role.

### “GET TO KNOW EVERYONE.”

Working in the resources, related construction and allied services industries means that you will likely be working and living away from home among a small team of colleagues. Take time to get to know the people you work with; you may be able to build a new circle of friends.

### “DON'T DWELL ON MISTAKES.”

Everyone makes mistakes. The most important thing is to learn from the mistakes you make and perform your duties to your maximum potential.

### “ASK QUESTIONS IF YOU ARE UNCERTAIN.”

It is better to ask questions if you are uncertain, instead of performing your duties and tasks inaccurately. Ensure you ask questions and resolve any doubts to avoid mistakes and potential hazards..

### “KNOWLEDGE IS POWER.”

Always be willing to learn and develop new skills. Remember that knowledge will take you far within your company and towards achieving your career goals.



### **“BE ORGANISED AND PLAN YOUR DAY.”**

Being organised and planning your day will ensure that you can fulfil your day-to-day tasks and meet project deadlines. Demonstrating your organisational and planning skills to employers and colleagues shows your ability to effectively manage your time.

### **“STAY OUT OF OFFICE POLITICS.”**

Be neutral to any company politics and try to maintain a professional relationship with all colleagues.

### **“RECOGNISE AND OBSERVE BOUNDARIES.”**

Consider what is appropriate to talk about in the work environment and with colleagues.

### **“BEWARE OF HAVING ‘TOO MUCH FUN’ DURING WORK SOCIAL EVENTS.”**

It is important to be aware of your behaviour when at social events with colleagues, even outside of work hours. Drug and alcohol testing happens randomly and frequently on all project sites. Before commencing work and at any time throughout your shift, you are required to maintain a zero reading.

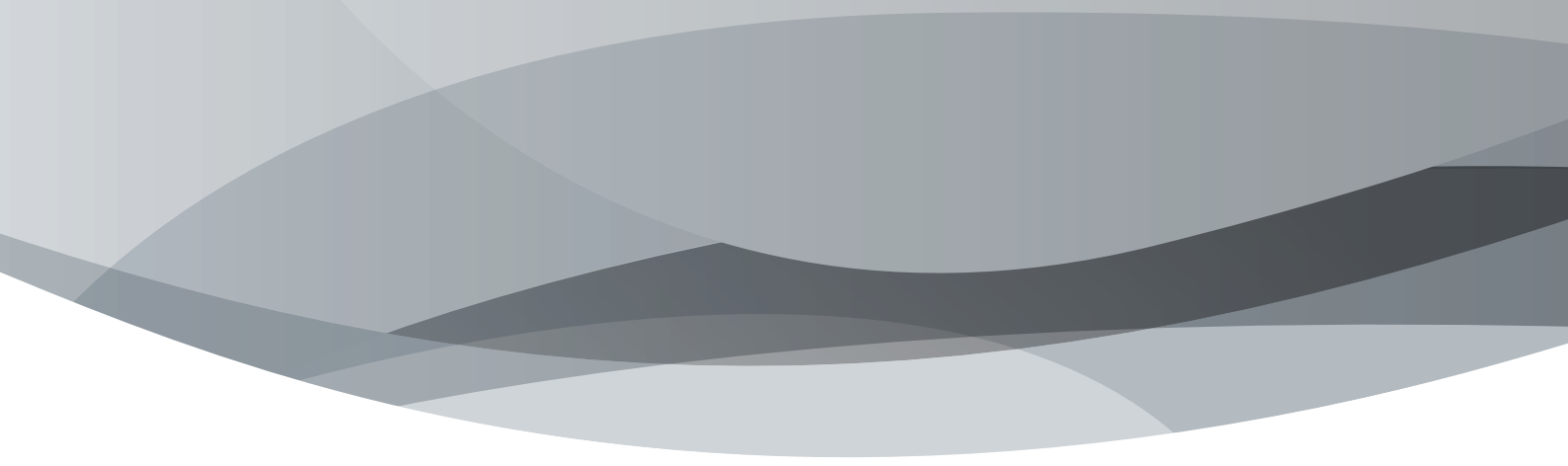
### **“COMMIT TO EVERYTHING YOU DO.”**

Adopt the right attitude and apply maximum effort in your job. Importantly, enjoy what you do.









**NOTES:**

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