

OFFICIAL



Civil Construction Surveillance Cadetship

Join the Victorian Surveillance Cadetship Program
to build your career in one of Australia's fastest
growing industries.

Authorised by the Victorian Government,
1 Treasury Place, Melbourne



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1 What is a Surveillance Cadetship

The Victorian Civil Construction Cadetship in Surveillance is a two-year paid work and training program within the Victorian government's Major Transport Infrastructure Authority (MTIA) and Major Road Projects Victoria (MRPV) civil construction projects. We want to ensure we deliver infrastructure projects that achieve world class performance and are looking for the right people to join our surveillance teams.

As a Surveillance Cadet, you'll undertake a mix of practical on-the-job training and formal learning to develop both technical and professional skills. You'll be guided and trained by experienced Surveillance Officers while you support them in their day-to-day duties of risk-based surveillance of site works and managing relationships with stakeholders.

At the conclusion of the cadetship, you'll have completed a Certificate III in Civil Construction, gained valuable practical experience through hands-on training and will be well placed to begin your career in Surveillance.

While previous experience in a trade or civil construction would be valuable, the Cadetship is suitable for anyone, from school leavers to career changers. Key competencies include an ability to keep an eye on the detail, problem solve and connect with people to achieve important outcomes.

2 What is Civil Construction Surveillance?

Surveillance staff play a critical role in delivering civil infrastructure construction projects.

Surveillance staff help to ensure projects are delivered on time, meet quality requirements, and are being delivered according to the project scope and specifications. They review the quality of construction activities such as relocating and protecting underground utility services, earthworks, drainage, asphaltting and road surfacing, traffic management, traffic signals and bridgeworks according to project scope and standards.

Surveillance staff work closely with a range of stakeholders, from contractors and sub-contractors to environmental, safety and communication and stakeholder engagement teams. A key part of all Surveillance roles is the ability to listen, work in a team, build quality relationships, communicate effectively and enable others to understand and develop innovative solutions.

Note: Civil construction surveillance employees are not to be confused with roles in the security industry.

3 About Major Transport Infrastructure Authority and the Department of Transport

The Major Transport Infrastructure Authority (MTIA) oversees the construction of Victoria's major road and rail civil construction projects and is comprised of the following project teams:

- Major Road Projects Victoria (MRPV)
- Level Crossing Removal Project (LXRP)
- North East Link Project (NELP)
- West Gate Tunnel Project (WGTP)
- Rail Projects Victoria (RPV).

The Major Transport Infrastructure Authority works closely with the Department of Transport to ensure major construction activities are coordinated across the transport network. MTIA works with a number of leading Australian and global construction companies to deliver Victoria's Big Build.

As part of this, Major Road Projects Victoria's Industry Capability and Development Program is delivering the Victorian Civil Construction Cadetship in Surveillance to support the development of a skilled, capable workforce.

To find out more about Victoria's major civil construction projects visit: <http://www.bigbuild.vic.gov.au>

4 About the Surveillance Cadetship Program

4.1 Paid employment

As a cadet you will be employed for two years with one of Major Road Projects Victoria or North East Link Project offices, agencies or project contractors. Salaries will range from \$73,842 up to \$90,558 plus superannuation depending on your skills and experience. At the end of the cadetship, you will be considered for Surveillance roles within Victorian Government civil construction projects, or you will be well placed to apply for work with leading local and national Civil Construction companies.

4.2 Intensive industry induction program

You will be part of an intensive industry induction program, which will provide you with the basic information and skills you'll need to get started in a civil construction career. This includes gaining your Construction Industry White Card, an essential requirement for working on any civil construction site and an opportunity to venture out on site and meet some of your new colleagues and get close to the action.

4.3 Accredited Training – Certificate III in Civil Construction

Cadets will undertake a nationally accredited Certificate III in Civil Construction over 18 months. This qualification will provide cadets with a broad range of relevant skills to pursue a career in civil construction and will be specifically tailored to your new Surveillance role. Recognition for any prior learning will be considered.

4.4 Professional Skills and Technical Training:

In addition to the Certificate III in Civil Construction, cadets will participate in specialist professional skills and technical training necessary for their role such as effective communications, indigenous cultural awareness, white card, green card, work at heights and Rail Industry Workers Card (RIWC).

4.5 Project Placements

Much of the cadetship will be spent completing your training on a range of projects, working both on the government (or client) side or with our construction contractors. These project placements will provide you with experience in real-world construction environments and help build knowledge and exposure to the civil construction industry, including valuable relationships between cadets, government/client-side staff and contractors. This will also enable you to complete the requirements for the Certificate III in Civil Construction.

4.6 Surveillance Mentors

Cadets will have access to Mentors throughout the two-year program who are experienced Surveillance Officers and will provide you with valuable advice and practical support to guide you on your career journey.





5 A Day in the Life of a Surveillance Cadet

You may be asking yourself, what does a normal day look like?

This role will be diverse and no two days will be the same which will certainly keep it stimulating. Depending on where you are based on any particular day you might find yourself climbing up scaffolding and the next working underground. Some days could have you working around traffic or large machinery, and on such occasions, you will need to be focused and be able to react quickly to different scenarios as safety is crucial when faced with unexpected circumstances.

This role includes a great deal of social interaction as you build relationships

Diversity is an important part of any successful team and so you will meet people from all walks of life. Your outstanding communication skills will be paramount as you provide input into team meetings or liaise with technical staff such as engineers as you verify works being completed by contractors.

Your work environment will change regularly making each week interesting. You may be verifying a concrete pour; confirming mixtures and conditions are suitable, and the next thing you know you are overseeing works on pavements or asphalt.

While this role has a range of benefits, it does come with its challenges!

You must be prepared for early starts and varying work locations. Construction days begin at 7am with pre-start meetings. Large works, such as bridge beam lifts often occur over weekends, when traffic is lighter and roads can be closed, so you will have to be flexible in working the odd weekend.

Projects are finite, and so if a project comes to completion during your 2-year employment term, you will be redeployed to the next available project, which will be in a different location. You may be confronted with sudden changes of site locations and planned works and must be adaptable and flexible to move without notice between work sites.

Your high-level communication skills will be well utilised and challenged at times by the variety of stakeholders you engage with. You will come across conflicting priorities between various stakeholders and will have to navigate through these situations using negotiation skills, stakeholder management skills and communication skills, while upholding a professional manner.

Being a role where you are constantly on the move, you can also expect to be exposed to the many weather challenges Victoria will throw your way!

Key accountabilities that you will learn about, and do, as part of your cadetship:

- Supporting Surveillance staff and exercising judgement in the implementation of risk-based site surveillance and reviewing and observing of construction activities including service relocations, earthworks, pavements, drainage, surfacing, traffic management, traffic signals and bridgeworks according to project scope, and in accordance with relevant organisational policies, standards, specifications and guidelines.
- Maintaining positive relationships with Technical, Engineering, Planning and Engagement Advisors and contractor's construction teams, and proactively resolving issues as they arise, including attending and providing input into coordination meetings.
- Assisting with the planning and execution of risk-based surveillance activities in the practical application of construction and ensuring high quality documentation is maintained. • Contributing to the development of innovative solutions to construction and traffic management problems.
- Providing input on OH&S, quality and environmental systems.
- Providing assistance and advice to field based and engineering staff for a standard range of basic on-site construction and surveillance activities.
- Actively participating in learning and networking with other cadets.

6 What are MTIA looking for in a Cadet?

- **Drive and Motivation:** A high level of interest in commencing a career in the civil construction industry and creating lasting benefits to the community.
- **Working Collaboratively:** Cooperating and working well with others in pursuit of team goals; sharing information and acknowledging others' efforts; stepping in to help others where required.
- **Critical Thinking and Problem Solving:** Seeking resolution of problems through policy or process guidelines; seeking guidance by providing information and relevant ideas towards the resolution of problems.
- **Interpersonal skills:** You are polite, professional and considerate in dealing with others; you are aware of people's moods and temperament; you are able to express your own views in a constructive and diplomatic way; and you are able to reflect on how your own emotions impact on others.
- **Communicate with Impact:** You use various positive communication methods to convey information, ideas, and insights in ways that help others understand the key information; and you possess good written communication skills.
- **Digital and Technological Literacy:** You can perform a range of tasks through digital software and tools e.g. mobile devices, computers, Microsoft suite of application including Outlook, Excel, PowerPoint, Word, and Teams/Skype.
- **Self-discipline:** You approach tasks and your own development in a logical, organised, professional manner to ensure delivery of consistently high-quality work.

We are seeking passionate individuals for a two-year paid cadetship with placements in Victorian government civil construction projects, commencing early 2023. Projects may be based across metropolitan Melbourne. Currently Hoban are recruiting for:

- Major Road Projects Victoria (MRPV)
- North East Link Project (NELP)
- Level Crossing Removal Project (LXRP)
- ARUP (NELP Independent Reviewer)



7 The Recruitment Process

7.1 How do I apply?

MTIA manage the cadetship and the recruitment process is administered by HOBAN Recruitment.

Complete your online application and submit, together with your resume, between Tuesday 6 December 2022 and 11.59pm on Sunday 1 January 2023.

More Information contact the HOBAN Recruitment team on 1300 662 930 or via email MTIAcadet@hoban.com.au

7.2 Information Session

We will host an information session about the cadetship at 12PM on Thursday 15 December 2022 to talk through the role, training program and recruitment process. Please find the Zoom link on the www.HOBAN.com.au/MTIAcadet website.

7.3 Eligibility

Check that you meet the eligibility criteria, and your ability to commence in March 2023.

You will need to be an Australian citizen, Permanent Resident or have a valid work permit

You will need to have at least a probationary driver's licence

7.4 Online Application – Early December – Early January

Applications close on Sunday 1 January 2023, 11:59PM AEDT.

The online application is your first opportunity to really tell us what you can bring to the Civil Construction Cadetship in Surveillance, and what you're hoping to get out of it, so make sure you put your best foot forward. In the application form you will be asked to indicate which Project team you would most like to work with, answer a question about your motivation for the role and upload your resume.

Tips

- Start your application as early as possible, well before the deadline.
- Spend some time researching the cadetship and the project teams involved. A great place to start is by reading through the tabs on this website and also visiting the [Victorian government's big build website](#).
- Provide honest and accurate information as your responses will be confirmed at other stages in the process.
- Pay attention to word limits as an indication of the amount of information to include.
- Do a final review of your application before you submit it. You may even like to ask a trusted family member or friend to review your responses. Your writing skills will be assessed along with the content in your responses so check for any spelling or grammar errors.
- Once you have successfully submitted your application, you will receive an email confirming receipt. We recommend that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder.
- Throughout the Christmas and New Year period, HOBAN's team of recruitment consultants will be reading through all applications. Keep an eye on your email as this will be the main point of contact if we need to ask you any questions.

7.5 Cognitive Assessment Early – Mid January

If you progress to the next stage of the recruitment process you will be invited to complete a cognitive ability assessment includes verbal, numeric, and abstract questions. It is a timed assessment, once you start the assessment you won't be able to stop the timer, It will take you approximately 30 minutes to complete. Most people are better at one of the three types of questions than others and an assessment like this allows everyone to demonstrate their areas of strength. In other words, don't worry if you find some questions more challenging than others.

You can complete this test on your laptop, mobile or tablet.

Tips

- The best thing you can do before you start your assessment is to make sure you're feeling well-rested and alert, and ready to give the assessment your best effort. Before you complete the assessment, you will be given detailed instructions and will complete sample questions to help you prepare.
- In addition, it is very important to ensure you're in a comfortable environment free from distraction, and that you complete the assessment to the best of your ability.
- If you are not familiar with this type of assessment, you may find it helpful to review information and examples of the assessment here: <https://www.criteriacorp.com/candidates/ccat-prep>
- If you have concerns that a disability or impairment may impact on your assessment, please contact the HOBAN Projects team to discuss reasonable adjustments.

7.6 Assessment Centres – Late January – Early February

If you progress to the next stage of the recruitment process, you will be invited to attend an assessment centre. The assessment centre is a great opportunity for you to learn more about the cadetship and for us to learn more about you. At the assessment centre you will meet with representatives from the participating employers as well as the HOBAN Recruitment team. You will take part in a number of group-based and individual activities that will allow you to showcase your skills and attributes in a number of different settings.

If you are invited to attend an assessment centre, you will be provided with more specific information to help you perform your best.

Tips

- Spend some time researching the cadetship and the project teams involved.
- Read about the key attributes we are looking for in our cadets. Think of times when you have demonstrated those attributes in the past, whether that be at work, through a hobby, or through your studies.
- Practice can be of real benefit. Engage in mock interviews with friends, colleagues, career advisors – anyone who is prepared to help.
- When responding to behavioural based interview questions, choose examples that highlight your strengths and focus on your own involvement in various situations (use “I” rather than “we”).
- Walk the interviewer through your response in a logical fashion. It can be helpful to structure your responses using the STAR approach outlined below:
 - Situation – A brief outline of the situation or setting, who was involved and what was your role?
 - Task – What did you do?
 - Action – What did you do and how did you do it?
 - Result – What was the outcome and what feedback did you receive?
- The interviewers want you to do your best. During the interview they may ask you probing questions to help clarify your responses.
- The assessment centre is a great time to ask any specific questions you may have about the working environment, culture, or role.
- Remember, the assessors want you to do well. They have spent considerable time screening applicants and have identified you as a potential employee. They will be looking for confirmation that you have both the knowledge and capabilities to be successful. Be enthusiastic!
- If you have concerns that a disability or impairment may impact on your assessment centre experience, please contact the HOBAN Projects team to discuss reasonable adjustments.

7.7 Interviews – Mid - Late February

Top performing candidates throughout the recruitment process will be invited to attend a second-round interview.

Tips

- Practice can be of real benefit. Engage in mock interviews with friends, colleagues, career advisors – anyone who is prepared to help.

- When responding to behavioural based interview questions, choose examples that highlight your strengths and focus on your own involvement in various situations (use “I” rather than “we”).
- Walk the interviewer through your response in a logical fashion. It can be helpful to structure your responses using the STAR approach outlined below:
 - Situation – A brief outline of the situation or setting, who was involved and what was your role?
 - Task – What did you do?
 - Action – What did you do and how did you do it?
 - Result – What was the outcome and what feedback did you receive?
- The interviewers want you to do your best. During the interview they may ask you probing questions to help clarify your responses.
- If you have concerns that a disability or impairment may impact on your interview experience, please contact the HOBAN Projects team to discuss reasonable adjustments.

7.8 Reference and Background Checks – Mid – Late February

Reference and background checks will be completed for candidates who are successful at the interview stage.

7.9 Offers and Onboarding - anticipated from early March



8 Frequently Asked Questions

8.1 Why should I apply for the Civil Construction Cadetship in Surveillance?

- You will get an opportunity to work on real-world civil construction projects
- This is a two-year paid cadetship with placements across government and civil construction contractors
- Undertake a nationally accredited Certificate III in Civil Construction

8.2 What will my salary be?

Salaries for the cadetship will range from \$73,842 to \$90,558 plus superannuation depending on your skills and experience.

8.3 What does the cadetship include?

- Paid employment
- Intensive industry induction program
- Accredited Training – Certificate III in Civil Construction
- Project placements
- Professional skills and technical training
- Surveillance Mentors

8.4 Am I Eligible?

You will need to be an Australian citizen, Permanent Resident or have a valid work permit

You will need to have at least a probationary driver's licence

Pre-employment National and/or International Police Record Check and qualification verification checks will be required, which includes a 100-point proof of identity check.

The Major Transport Infrastructure Authority and the Department of Transport are equal opportunity employers and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions.

8.5 When will I know if I have an offer?

Offers can be expected, approximately, from Early March.

8.6 Where is the cadetship located?

MTIA, LXP, NELP, ARUP and MRPV projects are located across metropolitan Melbourne.

8.7 Will I receive support towards travel and accommodation if I have to travel?

Travel and Accommodation funding will be subject to work requirements and approval of each employer.

Interested in applying for the Surveillance Cadetship?

Information Session held at 12PM on 15th December 2022.

Applications close at 11:59PM on Sunday 1st January 2023.

For more information on how to apply and key timelines visit:

<http://www.HOBAN.com.au/MTIAcadet>