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# Civil Construction Safety Cadetship

Join the Victorian Safety Cadetship Program to build your career in one of the fastest growing industries.

Authorised by the Victorian Government,



# 1 What is a Safety Cadet?

As part of Victoria's Big Build, we want to deliver civil construction projects that achieve world class safety performance. We are looking for the right people to join our safety teams on Major Transport Infrastructure Authority and Major Road Projects Victoria projects.

Safety professionals play a critical role in delivering infrastructure projects; working to provide a healthy and safe workplace, prevent harm, and care for everyone affected by our projects. Good safety performance is directly linked to project success and contributes to projects being delivered on time; safety professional's role in contributing to this success includes ensuring projects are delivered according to relevant safety legislation and specifications.

Safety professionals are integral members of project teams, working collaboratively with technical roles, engineers, planning teams, environmental advisors, supervisors and communication and stakeholder engagement teams. A key part of all safety roles is the ability to listen, work in a team, build quality relationships, communicate effectively and enable others to understand and develop innovative solutions.

As a cadet, you will undertake a mix of practical on-the-job training, with formal learning; this will contribute to you developing both technical and professional skills.

You will be guided and trained by experience safety professionals who will support you in your day-to-day duties of risk-based safety on site works and managing relationships with construction partners on site.

At the successful conclusion of this 2-year cadetship, you will have undertaken a Diploma in Work Health & Safety, contextualised to civil construction, gaining valuable experience, and will be well placed to begin your meaningful career in civil construction.

## 2 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 MTIA works with a number of leading Australian construction companies to deliver Victoria's Big Build.

As part of this, MRPV's Industry Capability and Development Program is delivering the Victorian Civil Construction Safety Cadetship to support the development of a skilled and capable workforce.

To find out more about Victoria's major road and rail civil construction projects visit: [www.bigbuild.vic.gov.au](http://www.bigbuild.vic.gov.au)

## 3 About the Safety Cadetship Program

### 3.1 Paid employment

As a cadet you will be employed for two years with one of the contractors working on MRPV's projects. Salaries will commence from approximately \$75,000 in your first year and build to up to approximately \$85,000 plus superannuation depending on your skills and experience. At the end of the cadetship, you will be considered for, and well placed to apply for, ongoing Safety roles working with leading Civil Construction companies.

### 3.2 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.

### 3.3 Accredited Training – Certificate IV and Diploma in Work Health and Safety

Cadets will undertake nationally accredited Certificate IV and Diploma in Work Health and Safety over 2 years. These qualifications will provide cadets with a broad range of civil construction safety skills to pursue a career in civil construction safety management and will be specifically tailored to your new Safety role. Cadets will also build the professional skills needed to work in Safety management roles with emphasis on:

- Civil Construction Operational Safety Risk Management
- Safety & Risk Leadership
- Subcontractor Management
- Managing Incident Investigations
- Effective Communication & Consultation

### 3.4 Technical Capability Training

In addition to the accredited training, cadets will participate in specialist technical training necessary for their role working on major transport infrastructure projects such as white card, work at heights and high-risk work licenses.

### 3.5 Project Placements

Much of the cadetship will be spent completing your training on a range of projects, working 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 safety industry, including valuable relationships between cadets, government/client-side staff and contractors. This will also enable you to undertake the required learning and assessments to complete the Certificate IV and Diploma in Work Health and Safety.

### 3.6 Safety Mentors and Professional Skills Development

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





## 4 A Day in the Life of a Safety Cadet

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

You will begin your day by attending the site pre-start (typically at 7am) delivered by the site manager; this will tell you about the work for the day and any hazards you need to be aware of for the day. On some days, you may contribute to delivering a “toolbox talk” on an important topic or learning which needs to be shared with the workforce.

You will then likely assist in delivering the safety induction for any new employees or subcontractors starting on the project that day.

This role will be diverse, and no two days will be the same, which certainly keeps things stimulating; on any one day you may be:

- Participating in a risk workshop, which is part of the planning process for a crane lift;
- Updating the project’s Health and Safety Management Plan;
- Reviewing construction methodologies to look for safety considerations or improvements;
- Undertaking a site emergency drill and testing the first aid and emergency preparedness for the site;
- Induct new items of mobile plant that are brought to site;
- In the unfortunate event an incident has occurred, you will assist in investigating the incident to determine root causes and contributing factors so appropriate preventive actions can be put in place to prevent recurrence;
- Lead regular site inspections to monitor implementation of the company’s safety management system and controls; or
- Assist in formal auditing of the safety management system.

**This role will include a great deal of social interaction as you meet and 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 and other stakeholders as you monitor works being completed by the project team.

Your work environment will change regularly, making each week interesting and diverse. You may be reviewing a 6—ton crane installing bridge beams, and the next thing you know you are involved in a safety systems audit.

**While there are a range of benefits you will get from this role, it does come with its challenges**

You must be prepared for early starts and varying work locations. Construction days begin at pre-start meetings (compulsory attendance) are often always at 7am. 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, so you 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 safety professionals on the project in exercising safety judgement of risk-based site safety
- Reviewing and observing construction activities against project scope and in accordance with relevant legislation, company systems and standards, contract specifications and guidelines. Construction activities may include service relocations, earthworks, pavement installation, drainage, traffic management, mobile plant, structural bridge work
- Maintaining a positive relationship with all stakeholders and proactively resolving issues as they arise
- Attending and inputting into site meetings
- Assisting in the planning and execution of risk-based safety activities in the practical application of construction and ensuring high quality documentation is maintained
- Providing assistance and advise to field based staff on a range of on-site construction safety activities
- Actively participating in learning and networking with other cadets.

## 5 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 application including Outlook, Excel, PowerPoint, Word and Teams.
- **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 2024. Projects may be based in both metro and regional Victoria.

Currently Hoban are recruiting for:

- BildGroup
- CPB Contractors
- Decmil Southern
- DT Infrastructure
- Fulton Hogan
- McConnell Dowell
- Spark - North East Link
- Symal Infrastructure
- Whelans Group Investments

## 6 The Recruitment Process

### 6.1 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, by Sunday 15<sup>th</sup> October 2023.

More Information contact the HOBAN Recruitment team on 1300 550 333 or via email [safetycadet@hoban.com.au](mailto:safetycadet@hoban.com.au)

### 6.2 Information Session

We will host a virtual information session about the cadetship at 12PM on Tuesday 3<sup>rd</sup> October 2023 to talk through the role, training program and recruitment process. Please join the session using this [link](#).

### 6.3 Eligibility

Check that you meet the eligibility criteria, and your ability to commence in January 2024.

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

### 6.4 Online Application – Late November to Mid December

Applications close on Sunday 15<sup>th</sup> October 2023 at 11:30 PM.

The online application is your first opportunity to really tell us what you can bring to the Civil Construction Cadetship in Safety, 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.

### 6.5 Cognitive Assessment – Approximately Mid October

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 assessment 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.

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- 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.

### 6.6 Assessment Centres – Approximately Early November

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.

### 6.7 Interviews – Approximately Mid November

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?



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- 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.

### 6.8 Reference and Background Checks – Approximately Mid December

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

### 6.9 Offers and Onboarding - anticipated from early February.



# 7 Frequently Asked Questions

## 7.1 Why should I apply for the Civil Construction Cadetship in Safety?

- 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 IV and Diploma in Work Health and Safety

## 7.2 What will my salary be?

Salaries will commence from approximately \$75,000 in your first year and build to up to approximately \$85,000 plus superannuation depending on your skills and experience.

## 7.3 What does the cadetship include?

- Paid employment
- Intensive industry induction program
- Accredited Training – Certificate IV and Diploma in Work Health and Safety
- Project placements
- Technical capability training
- Professional skills development
- Safety Mentors

## 7.4 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.

Applications from Women and Aboriginal and Torres Strait Islander people are strongly encouraged.

## 7.5 When will I know if I have an offer?

Offers can be expected, approximately, from early December.

## 7.6 Where is the cadetship located?

On any MTIA projects across metro Melbourne and regional Victoria (exact locations to be confirmed)

## 7.7 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 Safety Cadetship?**

Information Session held at 12PM on Tuesday 3<sup>rd</sup> October 2023.

Applications close at 11:30PM Sunday 15th October 2023.

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

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