



NGURRARA
PTY LTD

Applying for an Employment Opportunity with Ngurrara

About Ngurrara:

Welcome to Ngurrara Pty Ltd and thank you for your interest in being a part of our team.

Ngurrara Pty Ltd is a 100% owned and operated Pilbara Aboriginal business formed by the joint venture of Aboriginal owned companies with proven experience on Resource and Civil Construction Projects.

We are offering employees the opportunity of employment with a growth orientated business, an expanding footprint of locations, projects and Tier 1 clients and a variety of working experiences across the resources and related civils industry.

Am I eligible to apply?

To be eligible, applicants must have permanent residency status in Australia or be entitled to work in Australia with a Special Category Visa.

Ngurrara have in place, a Participation Plan, to guide our decision making when undertaking talent acquisition.

Readiness for applying.

- Read the Advertisement / Position Description to fully understand the work-related requirements of the opportunity.
- Submit a detailed CV and a Cover Letter to address the role criteria outlined in the Advertisement / Position Description.
- To be considered for an interview, you must demonstrate to the selection panel that you meet the core related work requirements for the opportunity.

Will I get an interview?

After assessing your application (CV and cover letter), Corporate Services may invite you to attend an interview with the selection panel. Interviews are done either in-person or virtually,

If you are selected for an interview, Corporate Services will contact you to align a date and time where all parties are readily available.

Interviews will include questions, and case studies that align to the requirements of the opportunity.

Ngurrara Selection Panels consist of a three-person panel, including a representative from Corporate Services, a representative from the Hiring Department and a representative from the Strategic Sub-Committee of the Board.

Preparing for an interview.

You will be asked a series of questions that are aligned to the requirements of the opportunity and to enable us to learn more about you.



<https://ngurrara.com.au>



recruitment@ngurrara.com.au



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Ngurrara expects that candidates are well prepared for an interview. To ensure that you are prepared, we recommend that you:

- Read the Advertisement / Position Description in detail.
- Visit our website so you have some detail about us and what we do.
- Consider how you would approach the opportunity based on your work background, skills and experience.
- Have examples of actual work-related examples where you have contributed to team success and to business objectives.

What to do at an interview.

- Be on time.
- Provide sufficient detail to answer questions.
- Ask questions for clarity (on the opportunity or the question).

What happens after the interview.

Ngurrara endeavours to complete recruitment post-interviews within 14 days. If you are a preferred candidate, Corporate Services will contact you and you will receive a Conditional Letter of Offer.

Recruitment Due Diligence.

Ngurrara Corporate Services will provide a Conditional Letter Offer to a preferred candidate to verify our interest in acquiring their talent, however formal employment (Contracts) are conditional on the following being completed and verified – Ngurrara have the legal right to withdraw an offer of employment due to one or more of a candidate's due diligence being unsuccessful.

- Checking of References (a minimum of two, where references must be work related).
- Verification of Competencies (receiving copies of all certificates/licences/qualifications).
- Verification of Identity and Standing (receiving copies of an ID and National Police Clearance)
- Employment Medical (successful completion of employment medicals).

For more information, please contact Corporate Services at recruitment@ngurrara.com.au

Our opportunities remain open until all our positions are filled. Ngurrara may commence appointment proceedings immediately, appoint by invitation or make no appointment at all.

Ngurrara opportunities are open only to candidates with the right to work in Australia.

As we are a proud First Nations owned and operated business, we strongly encourage First Nations People to apply.

- ❖ Visit our Jobs Board at <https://ngurrara.com.au/jobs/>
- ❖ Visit our website at <https://ngurrara.com.au>
- ❖ Find out more about us by visiting our Link Tree at <https://linktr.ee/ngurrara>



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