



Australian Government



**mainroads**  
WESTERN AUSTRALIA

**BUILDING OUR FUTURE**

# **BORR Jobs**

Employer Guide

Concept design for Paris/Clifton interchange | for indicative purposes only

The Bunbury Outer Ring Road (BORR) is a 27-kilometre proposed free-flowing highway linking Forrest Highway to Bussell Highway. When completed it will provide an alternative transport route around Bunbury.

The South West Gateway Alliance (SWGA) has been awarded the contract with Main Roads WA to lead the delivery of the project.

We are currently deploying **BORR Jobs**, a project-based talent community site. We are committed to creating jobs in the South West region through the Bunbury Outer Ring Road project.

With targets of spending \$300m with the local business community, \$20m with Aboriginal businesses, and employing 60+ Aboriginal full-time employees, BORR Jobs will be the one stop shop for jobseekers.

BORR Jobs will be used for advertising jobs with the South West Gateway Alliance and our contractors, giving you the full visibility over opportunities to get involved in the project.

**Talent Community**

South West Gateway Alliance  
Delivering the Bunbury Outer Ring Road in partnership with Main Roads  
JOIN THIS COMMUNITY

# BORR Jobs

**JOB SEARCH** Advanced

Title, industry or company  Suburb or postcode

**LATEST JOBS** [See All](#)

1 JUNE	<b>Site Clerk</b> Bunbury, WA
1 JUNE	<b>Procurement Officer</b> Bunbury, WA
25 MAY	<b>Community Liaison Officer</b> Bunbury, WA

**Delivering the Bunbury Outer Ring Road**

**Live local, work local, employ local.** BORR Jobs is a one-stop-portal for employment related to the Bunbury Outer Ring Road. If you live local and want to work local, sign up and become a member today to receive the full benefits of this portal – it's free!

Are you a local business looking for new staff and want to employ local? Job vacancies can be posted on this portal at no cost.

This service is provided by the South West Gateway Alliance – delivering the Bunbury Outer Ring Road. [Read more](#)

Join the talent community today!

**As an employer, creating a BORR Jobs account will allow you to:**

- Post job advertisements online for vacancies within your business.
- Manage applications through an inbuilt Applicant Tracking System (ATS) or linking to your existing ATS.
- Search through registered jobseeker members and Air CV users.
- Promote your business as a premium place to work via your Employer Profile.
- Advance your vacancies through sharing on social media platforms.
- Print Job Beacon posters with QR codes to advertise your vacancies.
- Access useful information and advice about recruiting and onboarding employees.

BORR Jobs is an initiative of the South West Gateway Alliance.

Terminology	Definition
Air CV	Is an automated online resume builder specific to the site. Job seekers can use their Air CV to apply for jobs on the site. Employers and recruiters can learn more about Job seekers through their Career Timeline and Career Profile.
Talent community	A Talent Community is a shared technical platform to link jobs and local talent for the Bunbury Outer Ring Road project.
Job Beacon	A job beacon is a poster template used for printed job advertisements.



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**BUILDING OUR FUTURE**

# How to set yourself up as an employer

[Click here](#) or visit [www.borrjobs.com.au](http://www.borrjobs.com.au)

The screenshot shows the BORR Jobs website interface. At the top right, there is a circular logo for the South West Gateway Alliance with the text 'Delivering the Bunbury Outer Ring Road in partnership with Main Roads' and a green button labeled 'JOIN THIS COMMUNITY'. The main header features the 'BORR Jobs' title and a 'JOB SEARCH' section with a search bar for 'Title, industry or company', a dropdown for 'Suburb or postcode', and a 'GO' button. Below the search bar is a 'LATEST JOBS' section with a 'See All' link. The job listings are as follows:

Date	Job Title	Location
1 JUNE	Site Clerk	Bunbury, WA
1 JUNE	Procurement Officer	Bunbury, WA
25 MAY	Community Liaison Officer	Bunbury, WA

At the bottom right, there is a section titled 'Delivering the Bunbury Outer Ring Road' with the following text:

**Live local, work local, employ local.** BORR Jobs is a one-stop-portal for employment related to the Bunbury Outer Ring Road. If you live local and want to work local, sign up and become a member today to receive the full benefits of this portal – it's free!

Are you a local business looking for new staff and want to employ local? Job vacancies can be posted on this portal at no cost.

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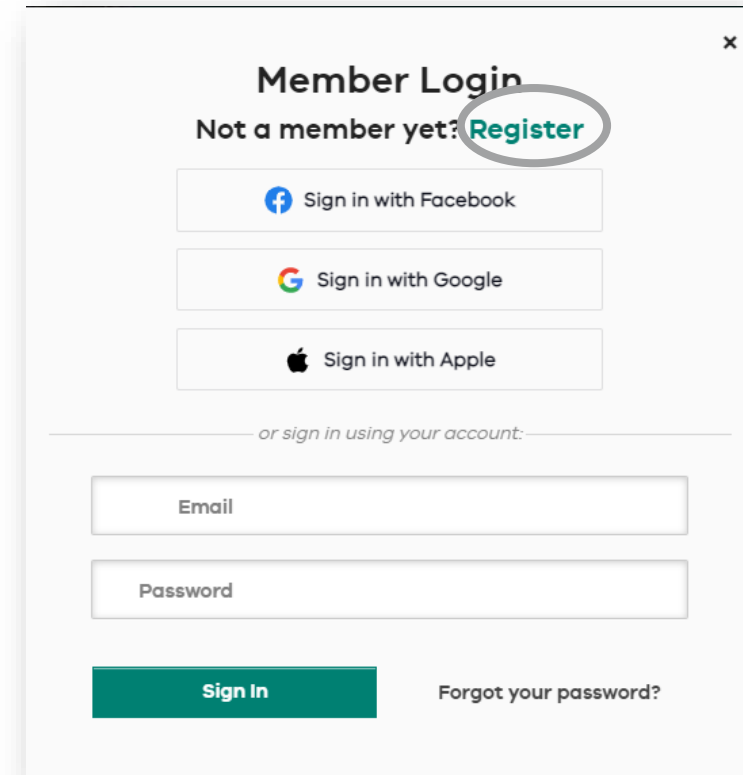
Click on the 'JOIN THIS COMMUNITY' button at the top of the page.

Before you can sign in, you are required to register by creating an account.

You can register two ways: by clicking the "Register" link or the "Sign in with Apple, Google or Facebook" button.


Complete the registration questionnaire and submit.


If you forget your password then you can click the "forgot your password?" link and a new password will be sent to your email account.




Member Login

Not a member yet? [Register](#)

 Sign in with Facebook

 Sign in with Google

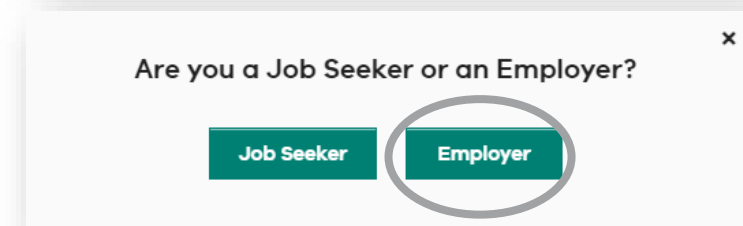
 Sign in with Apple

*or sign in using your account:*

Email

Password

**Sign In** [Forgot your password?](#)



Are you a Job Seeker or an Employer?

**Job Seeker** **Employer**



Australian Government



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# How to post a job and find applicants

Employers can post a free job advertisement by selecting "Jobs" in the top navigation bar and then by selecting "Post A Job"

The screenshot shows the BORR Jobs website interface. The top navigation bar includes links for Jobs, Community, Trending Careers, Admin, AirCV, and Post a Free Job!. A dropdown menu is open under 'Jobs', highlighting 'Post A Free Job'. The main header features the 'TALENT Communities' logo and the 'South West Gateway Alliance' logo with the tagline 'Delivering the Bunbury Outer Ring Road in partnership with Main Roads'. The central banner displays 'BORR Jobs' and a 'JOB SEARCH' section with a search bar and a 'GO' button. Below the search bar, there is a 'LATEST JOBS' section with a 'See All' link. The job listings are as follows:

Date	Job Title	Location
1 JUNE	Site Clerk	Bunbury, WA
1 JUNE	Procurement Officer	Bunbury, WA
25 MAY	Community Liaison Officer	Bunbury, WA

On the right side, there is a section titled 'Delivering the Bunbury Outer Ring Road' with the following text:

**Live local, work local, employ local.** BORR Jobs is a one-stop-portal for employment related to the Bunbury Outer Ring Road. If you live local and want to work local, sign up and become a member today to receive the full benefits of this portal – it's free!

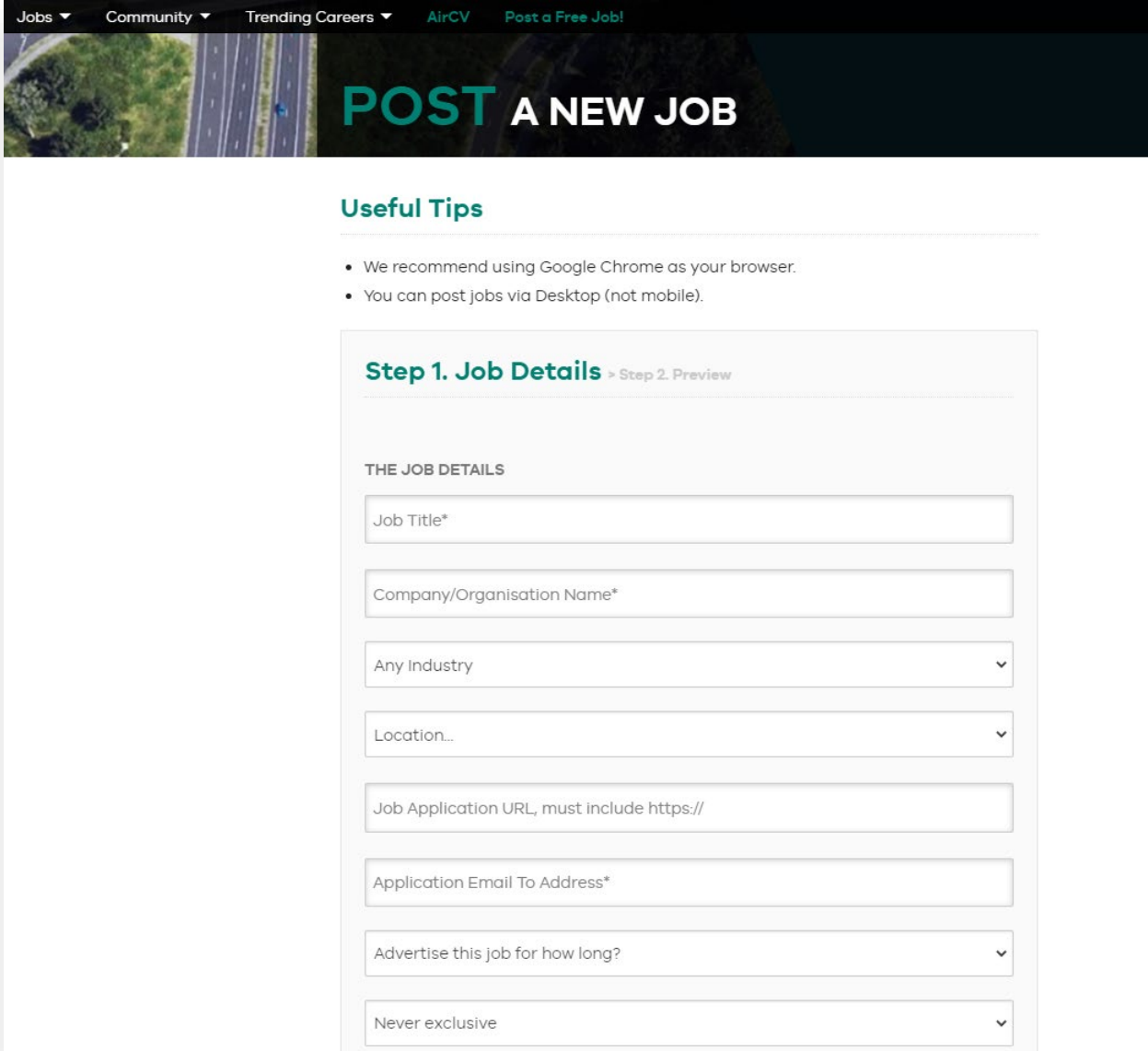
Are you a local business looking for new staff and want to employ local? Job vacancies can be posted on this portal at no cost.

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Complete the required fields in the form.

If you have your job listed on an external website and you would like to use the application function of that website, then you can do so by adding a URL for the job as listed on the external website. This will enable you to utilise the candidate tracking functions of that website. Alternatively, you can use the job application process built into the Talent Community.

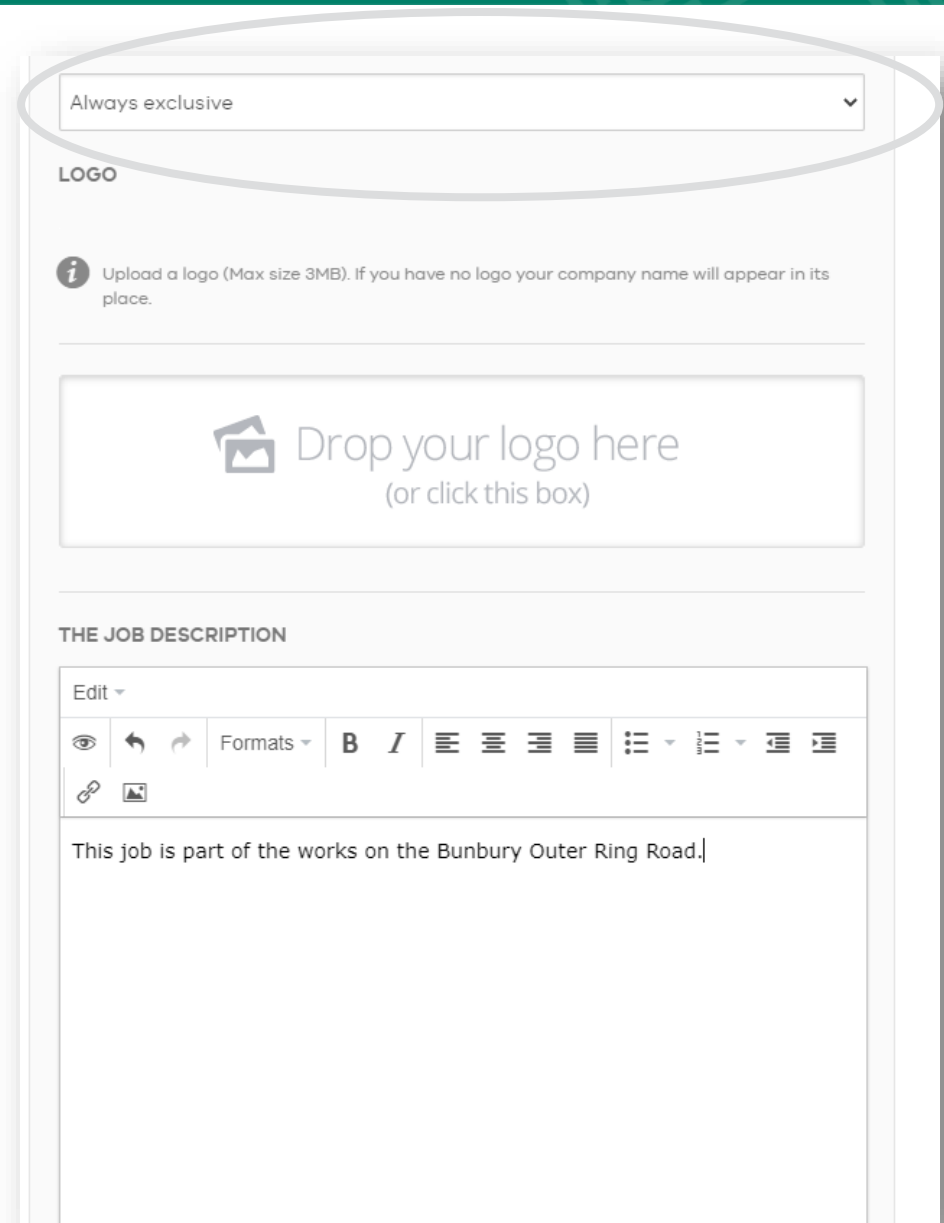


The screenshot shows the 'POST A NEW JOB' form on the Talent Community website. The form is titled 'POST A NEW JOB' and is located under the 'Useful Tips' section. The form is divided into two steps: 'Step 1. Job Details' and 'Step 2. Preview'. The 'Job Details' section contains the following fields:

- Job Title\*
- Company/Organisation Name\*
- Any Industry (dropdown menu)
- Location... (dropdown menu)
- Job Application URL, must include https://
- Application Email To Address\*
- Advertise this job for how long? (dropdown menu)
- Never exclusive (dropdown menu)

Select 'Always exclusive' under the 'keep this job exclusive to community members for how long?' field.

Please use the phrase 'Bunbury Outer Ring Road' in the job description section of the form. This will ensure that it appears on the 'Latest jobs' list on the BORR jobs home page.



The screenshot shows a job posting form with the following sections:

- Always exclusive**: A dropdown menu at the top, currently set to "Always exclusive", which is circled in red.
- LOGO**: A section with an information icon and the text "Upload a logo (Max size 3MB). If you have no logo your company name will appear in its place." Below this is a large box with a logo icon and the text "Drop your logo here (or click this box)".
- THE JOB DESCRIPTION**: A section with an "Edit" dropdown and a rich text editor toolbar. The toolbar includes icons for visibility, undo, redo, a "Formats" dropdown, bold (B), italic (I), bulleted list, numbered list, link, and image. The text area contains the sentence: "This job is part of the works on the Bunbury Outer Ring Road."

You can preview the job before posting the job for approval.

Jobs that are posted as 'Exclusive' are not distributed outside a Talent Community.

The screenshot displays the 'POST A NEW JOB' interface. At the top, the title 'POST A NEW JOB' is visible. Below it, the progress indicator shows 'Step 1. Job Details' and 'Step 2. Preview'. A 'Go Back' button and a 'Post this Job' button are located in the top right corner. The main content area shows a job listing for 'Trade Assistant' at 'Company ABC - Bunbury, 6230, WA'. The job description is partially visible, starting with 'This a description of the job requirements'. A 'SHARE THIS JOB' section is also present. A confirmation dialog box is overlaid on the bottom right, titled 'Post this job' and asking 'Are you sure you want to post this job?'. The dialog has 'Yes' and 'No' buttons, with the 'Yes' button circled.

A BORR Jobs administrator must approve your job before it goes live.

You will then receive a notification email that your job has been approved and is now live.

You can edit a live job if you need to make changes.

You can expire the job from within the “My Posted jobs” tab and post a new job.

The screenshot shows the 'MY JOBS ADMINISTRATION' dashboard. At the top, there are tabs for 'APPROVED', 'PENDING', and 'INACTIVE', with 'PENDING' selected. A 'POST A JOB' button is visible in the top right. Below the tabs is a table with the following data:

Job Details	Job Type	Status	Posted Since	Applications	Shortlisted AirCV's	Actions
Trade Assistant Company ABC Bunbury, WA	Standard	PENDING APPROVAL	2:45 pm	-	-	<a href="#">Edit</a>

The screenshot shows the 'MY JOBS ADMINISTRATION' dashboard with the 'APPROVED' tab selected. The 'POST A JOB' button is still present. The table below shows the job's status has changed:

Job Details	Job Type	Status	Posted Since	Applications	Shortlisted AirCV's	Actions
Trade Assistant (View live job) Company ABC Bunbury, WA	Standard	APPROVED	2:45 pm	1	-	<a href="#">Edit</a> <a href="#">x Remove</a>

Employers can view the status of their jobs at any time by clicking the “Jobs” tab in the top navigation bar and then by clicking “My Posted Jobs”.

powered by **uWorkin** Jobs Community Trending Careers Admin AirCV Post a Free Job!

Job Search  
Post A Free Job  
My Posted Jobs  
My Shortlisted Jobs  
My Portfolio

TALENT  
Solutions for Hire

South West Gateway Alliance  
Delivering the Bunbury Outer Ring Road  
in partnership with Main Roads

# BORR Jobs

**JOB SEARCH** Advanced

Title, industry or company  Suburb or postcode

Concept design for Paris/Clifton interchange | for indicative purposes only

**LATEST JOBS** [See All](#)

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This service is provided by the South West Gateway Alliance – delivering the Bunbury Outer Ring Road. [Read more](#)

Employers can view the applications received for their jobs at any time by clicking the “Jobs” tab in the top navigation bar and then clicking “My Posted Jobs”. From this screen you can:

- Download an applicant’s resume
- View an applicant’s cover letter (if included in their application)
- Shortlist and Archive jobs

You will receive notifications for jobs created through the BORR Jobs platform.

You will not receive notifications if you have added an external URL to your job.

**JOB APPLICANTS**

**Trade Assistant - Company ABC**  
Bunbury, WA

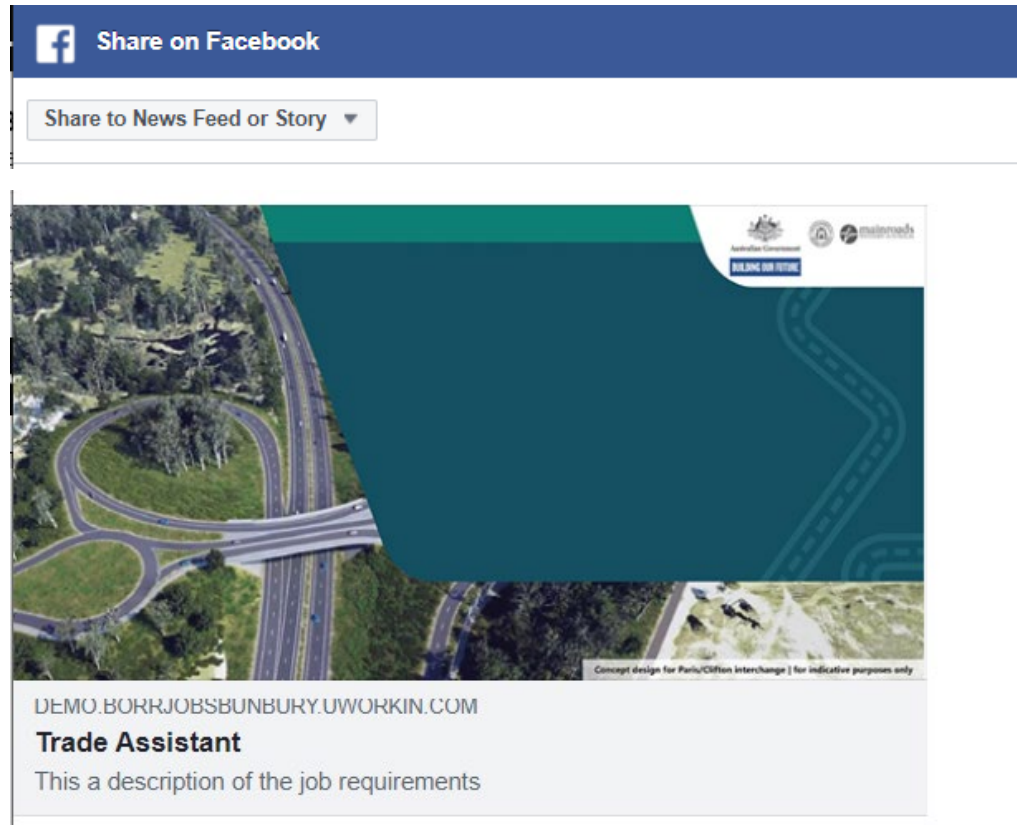
Applicants: 1 | [Back To My Posted Jobs](#)  
 Show archived applicants in list

**ALL APPLICANTS**   SHORTLISTED   ARCHIVED

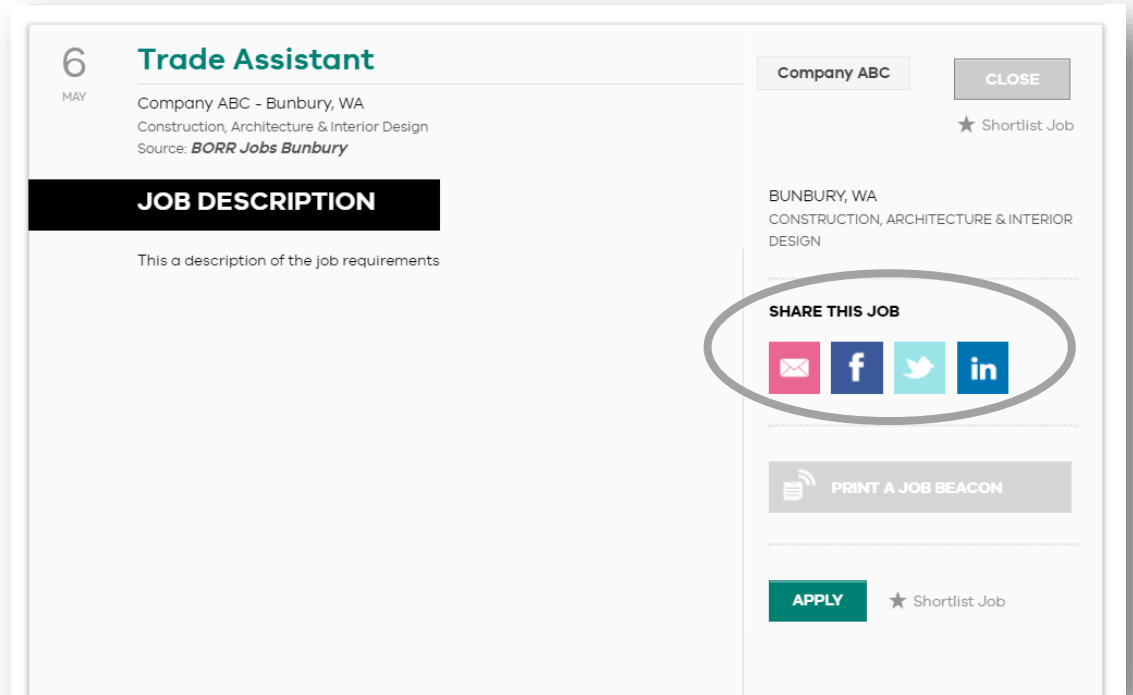
Name:    Email:    **GO**

User Details	Resume	AirCV	Cover Letter	Time of Application	Status	Actions
	NA			3:15 pm	<b>NEW APPLICANT</b>	<input checked="" type="checkbox"/> Shortlist <input type="checkbox"/> Archive

Jobs can be shared with friends and colleagues by email, Facebook, Twitter, LinkedIn or Google. The user will need to sign into their social media account to utilise this service. Jobs can be shared to an individual, a group, a social media page, etc.



The screenshot shows a Facebook sharing interface. At the top, there is a blue bar with the Facebook logo and the text "Share on Facebook". Below this is a dropdown menu set to "Share to News Feed or Story". The main content area features an aerial photograph of a highway interchange with a green overlay on the right side. Logos for the Australian Government and Main Roads are visible in the top right corner of the image. Below the image, the URL "DEMO.BORRJOBSBUNBURY.UWORKIN.COM" is displayed, followed by the job title "Trade Assistant" and the text "This a description of the job requirements".



The screenshot displays a job posting for a "Trade Assistant" position. The job is listed by "Company ABC" in Bunbury, WA, in the "Construction, Architecture & Interior Design" sector. The source is cited as "BORR Jobs Bunbury". The page includes a "JOB DESCRIPTION" section with the text "This a description of the job requirements". On the right side, there are several interactive elements: a "Company ABC" button, a "CLOSE" button, a "★ Shortlist Job" option, a "SHARE THIS JOB" section with icons for email, Facebook, Twitter, and LinkedIn (the latter three are circled), a "PRINT A JOB BEACON" button, and an "APPLY" button with a "★ Shortlist Job" option.

All jobs can be viewed as a printable poster known as a Job Beacon which employers can display on shopfronts, notice boards and so on to display their jobs.

**6**  
MAY

## Trade Assistant

Company ABC - Bunbury, WA  
Construction, Architecture & Interior Design  
Source: **BORR Jobs Bunbury**





### JOB DESCRIPTION


This a description of the job requirements

Company ABC CLOSE  
★ Shortlist Job

BUNBURY, WA  
CONSTRUCTION, ARCHITECTURE & INTERIOR DESIGN

SHARE THIS JOB

 **PRINT A JOB BEACON**

**APPLY** ★ Shortlist Job

powered by **UWorkin**

**\*\*NEW JOB OPENING ON:**  
**BORR Jobs Bunbury**


Trade Assistant  
Company ABC  
Bunbury, WA


Posted 5/6/2021

.....

This a description of the job requirements

To view and apply for this job on the web visit:  
<https://demo.borrjobsbunbury.uworkin.com/job/29795>

 Scan here with your phone to view the job on the web



demo.borrjobsbunbury.uworkin.com/JobBeacon?id=29795

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## Any questions?

Please contact the South West Gateway Alliance team



1800 979 770



[enquiries@swgateway.com.au](mailto:enquiries@swgateway.com.au)



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# Thankyou