

## Program Agreements Lead (*permanent, full-time*)

### ABOUT THE POSITION

Join SkilledTradesBC and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The Program Agreements Lead is responsible for leading our funding agreements with employment and training providers delivering programs to equity deserving groups exploring a career in the skilled trades. The position is critical in building relationships with our service providers, monitoring their budgets and ensuring contractual obligations are met to provide access to pre-apprenticeship and skilled trades training for underrepresented groups.

The incumbent will work closely with the Manager, Equity Programs in supporting existing agreements under the Workforce Development Agreement (WDA) and new contracts and/or initiatives to advance SkilledTradeBC's strategic objectives to provide equal opportunities within the skilled trades for all.

### RESPONSIBILITIES/ACCOUNTABILITIES

- Serve as the primary point of contact for Workforce Development Agreement holders under the Trades Inclusion and Access department
- Oversee the delivery of contracted programs, including managing service provider inquiries related to participant eligibility, budget use and invoicing, amending agreements, marketing collateral approvals, training schedules, and participant outcomes
- Work closely with the Manager, Equity Programs and our Procurement department in developing procurement considerations and program agreement requirements that meet the deliverables of funding stakeholders and SkilledTradesBC's strategic plan
- Support the Manager, Equity Programs, and Administrator, Equity Programs, monitor the performance of agreement holders per SkilledTradesBC's requirements and Performance Management frameworks, including:
  - Supporting contractors who are underperforming
  - Ensuring best practices in service delivery for equity deserving groups are being utilized
  - Reviews agreements and services using evidence and data to seek and collaborate on changes when required
  - Monitor and identify any potential risk of agreement non-performance
  - Provides recommendations for future funding and extension to current agreements
  - Prepares required reports to external funders and SkilledTradesBC and monitors the Ministry of Post-Secondary Education and Future Skills database for WDA programs

- Monitor WDA service provider budgets, including forecasting and invoicing
- Engage with internal departments to ensure awareness of and engagement with Trades Inclusion & Access (TIA) programs and services
- Support TIA programs and services communications activities, including the development of internal and external marketing plans and events, as needed
- Travel and attendance for external meetings and events required

## EDUCATION/EXPERIENCE

- Post-secondary degree or qualification in Education or Career Development, and/or Equity, Inclusion & Diversity Studies is preferred; combination of education and experience will be considered
- Procurement experience with a minimum of 2 years in budgeting management is preferred
- Understanding of equity, diversity, and inclusion best practices
- Understanding of target groups (e.g., women in trades, immigrants, Indigenous peoples, 2SLGBTQ+, persons with disabilities, people of colour)
- Proven ability to work in a complex environment with varying stakeholder Ability to build internal and external relationships for the success of a project team or department
- Ability to collaborate with diverse groups
- Knowledge of apprenticeship and trades training system is an asset
- Advanced experience with MS Office programs, specifically Word, Excel and PowerPoint
- Strong project management and time management skills, ability to prioritize competing interests, organize and manage a workload
- Analytical skills are required, including the ability to analyze problems, identify key information and issues, provide solutions, and effectively resolve

## WHO WE ARE

SkilledTradesBC is a crown corporation that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. SkilledTradesBC provides strategic leadership, policy support and customer services to help apprentices, employers and industry. SkilledTradesBC sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

## COMPENSATION

**Annual Salary Band 5: \$74,550.00**

SkilledTradesBC offers a highly competitive benefits package and perks which include:

- Hybrid work schedule, floater days, and a 37.50-hour work week
- Eligible for pension contributions
- Lifestyle Spending Account
- Extensive Extended Health and Dental Plans that are 100% employer paid

## HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume (**PDF format**) by the closing date on our [careers page](#) by email to [humanresources@skilledtradesbc.ca](mailto:humanresources@skilledtradesbc.ca). **Be sure to include your name and the position you are applying for in the subject line**, or your application may not reach the appropriate person.

*At SkilledTradesBC, we are committed to diversity and inclusion to ensure that everyone can be their best, authentic self at work. We strive to remove barriers that affect marginalized communities in our recruitment processes. We encourage all qualified applicants to apply.*

*We kindly ask that applications be sent by email only – no fax or mail applications – and we ask for no phone calls please. Due to the high number of applications the SkilledTradesBC receives, only applicants who are selected for an interview will be contacted.*

*SkilledTradesBC currently operates in a hybrid work environment which encompasses working remotely and in-office.*

*SkilledTradesBC is committed to providing a healthy and safe environment for all its employees and recruitment candidates. SkilledTradesBC has implemented its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. SkilledTradesBC will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest in joining SkilledTradesBC.*