

## Apprenticeship Advisor (*permanent, full-time*)

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### 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!



SkilledTradesBC is currently seeking **one (1) Apprenticeship Advisor** to work out of our **Central Vancouver Island** region in BC.

The Apprenticeship Advisors supports the Customer Experience team whose main function is to provide regional support to Apprentices and Sponsors therefore positively impacting continuation and completion rates for apprenticeships.

Apprenticeship Advisors will help build knowledge and awareness of the B.C apprenticeship system; providing guidance to apprentices and sponsors on processes and policies relating to the apprenticeship journey and enhanced challenger pathway. Through an understanding of the regional environment, building relationships with local industry, sponsors and apprentices; the Apprenticeship Advisor will identify opportunities to remove barriers and boost success rates of apprenticeship.

SkilledTradesBC Apprenticeship Advisors work in designated regions and spend 75% of their time directly interacting with stakeholders.

### RESPONSIBILITIES/ACCOUNTABILITIES

#### *Community Engagement:*

- Regionally meets with industry and sponsors to identify common barriers and develop initiatives to remove those barriers within apprenticeship.
- Develops effective working relationships with the indigenous community, employers, learners, training providers, labor and government in order to increase the number of indigenous individuals in training programs. Establishes an understanding of SkilledTradesBC and the potential economic and social benefit to indigenous communities.
- Provide regional guidance and support through targeted outreach to apprentices, sponsors and stakeholders where continuation is a concern.
- Develops regional relationships to better promote the value and knowledge of apprenticeship and leverage apprentice opportunities.
- Serve as a point of contact to apprentices and sponsors who are seeking advice or resources to address complex questions and scenarios.
- Guide apprentices through the apprenticeship pathway and provide direction, support and coaching for apprentices who have lost their sponsor.

*Policy Guidance:*

- Provide input into communications resources and tools required related to apprentice and sponsor supports.
- Operate within legislative authorities, SkilledTradesBC policies and administrative guidelines.
- Apply continuous improvement methodology to all processes, procedures and systems needed to deliver the Apprenticeship Advisor role.

**EDUCATION/EXPERIENCE**

- A post-secondary education and/or trades certification with demonstrated success in working within the apprenticeship system as a coach, counsellor, or advisor.
- 5 to 7 years of directly related leadership experience that demonstrates the ability to deliver results while maintaining constructive relationships and success working within multi stakeholder environments.
- Proven experience facilitating and influencing relationship building in multi stakeholder environments.
- Experience leveraging technology to work remotely appropriately and effectively with clients and employees.
- A proven track record of working independently and reporting results to a supervisor.
- Ability to travel and support a designated region.
- Excellent computer skills and experience using a customer relationship platform.

*Assets:*

- A strong knowledge of the B.C. apprenticeship system, or comparable provincial apprenticeship system.
- Experience working directly with apprentices and sponsors to increase continuation and completion.
- Contacts and existing relationships within the indigenous community is preferred.
- Previous experience working with indigenous communities and an understanding of the diverse and complex skills and sensitivities required to engage the community.

## 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

Salary Band D: \$70,775 - \$95,755

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, on-site gym,
- 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.*