

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

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### ABOUT THE POSITION

If you are passionate about making a difference by guiding and supporting apprentices while building strong relationships with multiple stakeholders, this is a great opportunity for you!

SkilledTradesBC is currently seeking **one (1) Apprenticeship Advisor** to work out of our **Okanagan North, Shuswap** region in BC.

The Apprenticeship Advisor will be a member of our Apprenticeship Advisors team who work remotely in various locations in BC. This role 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 apprenticeship.

The Apprenticeship Advisor 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.

The Apprenticeship Advisor spends approximately 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 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 the SkilledTradesBC and the potential economic and social benefit to Indigenous communities
- Supports initiatives to promote and sustain a diverse and inclusive trades training and apprenticeship system by establishing strong working relationships with stakeholders to increase women in trades
- Supports government initiatives such as the Community Benefits Agreement to assist apprentices in successfully finding opportunities and connecting with employers
- Provides regional guidance and support through targeted outreach to apprentices, sponsors and stakeholders where continuation is a concern by undertaking provincial completion and engagement projects
- Develops regional relationships to better promote the value and knowledge of apprenticeship and leverage apprentice opportunities
- Serves as a point of contact to apprentices and sponsors who are seeking advice or resources through the apprenticeship pathway to address complex questions and scenarios
- Guides apprentices to provide direction, support and coaching for apprentices, including those who have lost their sponsor

## *POLICY GUIDANCE:*

- Provides input into communication resources and tools related to apprentice and sponsor support
- Operates and advises within legislative authorities, SkilledTradesBC policies and administrative guidelines and ensures proper policy interpretation related to the apprenticeship and challenger pathways
- Applies continuous improvement methodology to all processes, procedures and systems needed to deliver the Apprenticeship Advisor role

## *REPORTING, SYSTEMS AND FINANCIAL MANAGEMENT:*

- Prepares, creates, tracks and maintains documents and reports
- Creates and manages cases on SkilledTradesBC systems

## **EDUCATION/EXPERIENCE**

### *MUST HAVES:*

- 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 appropriately and effectively work remotely 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.

### *ASSETS:*

- Previous experience working with Indigenous communities and an understanding of the diverse and complex skills and sensitivities required to engage the community.
- Contacts and existing established relationships within the Indigenous community is preferred.
- 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.

## WHO WE ARE

SkilledTradesBC is a crown agency 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.

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!



## COMPENSATION

Annual Salary Band 5: \$74,550

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

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program, In-house 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.*

*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.*