

Skilled Trades Certification Advisors (*permanent, full-time*)

ABOUT THE POSITION

With an expanding mandate and requisite growth to meet the needs of learners and industry, SkilledTradesBC is seeking Skilled Trades Certification Advisors.

Skilled Trades Certification is currently seeking five (5) Skilled Trades Certification Advisors to work out of the following locations across British Columbia:

- One (1) Prince George
- One (1) Kelowna
- One (1) Vancouver/North Vancouver
- One (1) Tri cities
- One (1) Chilliwack

Reporting to the Manager of Skilled Trades Certification, Skilled Trades Certification Advisors are responsible for maintaining and enhancing skilled trade apprenticeship and certification in British Columbia. Through a model that emphasizes education and support, Skilled Trades Certification Advisors will ensure that legislated responsibilities are understood and observed. This is achieved by leading awareness and educational outreach activities with impacted parties, providing sound interpretation of legislated requirements and initiating compliance activities throughout the province. To complement the outreach activities, Skilled Trades Certification Advisors value a customer-centric approach and are effective communicators exercising sound judgment in an independent environment.

Travel will be required for this role.

RESPONSIBILITIES/ACCOUNTABILITIES

COMPLIANCE: Locally represent SkilledTradesBC to stakeholders, industry, employers, sponsors, and apprentices. Develop regional relationships to better promote the value, knowledge, and regulatory responsibilities behind skilled trade training, apprenticeship, and sponsorship in BC.

- Builds and enhances relationships with industry, employers, sponsors and apprentices to ensure legislated responsibilities under the Skilled Trades BC Act is understood.
- Conduct compliance activities including education, promotion, inspection, audit, investigation, and enforcement.
- Receives/requests information and reaches out to SkilledTradesBC departments that can support in resolving requests some of which may be confidential or quite sensitive in nature, from clients or other interested parties.
- Conducts preliminary assessments of complaints/applications, ensuring all relevant documentation is present, and follows up with requests to the client or other interested parties if any documentation is missing.
- Performs searches of various databases and other available resources to collect additional information that guides compliance activities performed
- Updates databases to include findings and decisions.

- Prepares detailed written summary of findings and decisions and communicates decisions to clients and staff.
- Conducts supplementary reviews to re-assess decisions in the event that new or additional information is presented.
- Responds to client inquiries regarding the progress of complaints/applications.
- Confirms that decisions are compliant with legislation, regulations, and policies and are accurately recorded in program databases and records systems.
- Maintains current knowledge of legislation, regulations, and adjudication/reconsideration guidelines.
- Maintains and regularly updates records and databases to ensure ongoing compliance and to assist ongoing and future enforcement activities.
- Participates in the training and mentoring of new branch staff and collaborates with colleagues to share information and processes.
- Advises clients and stakeholders on the Skilled Trades BC Act and their associated regulations and provides direction on the appropriate processes.
- Assists with the preparation and delivery of public education workshops on matters related to the program service delivery area.
- Role model collaborative approaches to communication and innovation and actively seeks ways to enhance the work environment, including harmonization of new mandates into the existing culture.
- Leads SkilledTradesBC participation at various committees, seminars, joint initiatives and events related to compliance and the Skilled Trades Certification legislation.

EDUCATION/EXPERIENCE

- A Bachelor's Degree in Law, Public Policy, Business Administration, Trades Certification, and/or equivalent is preferred; a combination of education and experience will be considered for this position
- Experience in working with administrative legal frameworks
- Experience in deploying training, mentoring, and support models for regulatory teams
- Ability to understand and interpret standards and legislation
- Experience applying investigation skills and analysis for inspection practice
- Experience in working with Government, Board, and senior leadership
- Strong conflict management skills and experience
- Strong people-centric leadership knows for their effective management and relationship building skills
- Ability to prepare and present technical and/or sensitive information to a diverse range of audiences
- Ability to exercise sound judgement on issues of a sensitive and contentious nature and ability to negotiate and develop consensus around complex policy and strategies
- Have led multi-disciplinary professionals in complex environment with exceptional results
- Experience in effectively utilizing data and analytics to support organizational decisions
- Strong ability to work in a digitalized environment with multiple IT systems and use the Microsoft Office Suite
- Comfortable in an environment of tight deadlines and competing demands
- Ability to write concise reports
- Experience managing others remotely is an asset
- Knowledge of the B.C. apprenticeship system is an asset
- Must have valid BC driver's license and access to a personal vehicle

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 37.50 hour work week.
- Eligible for pension contributions
- Healthy Living Program
- 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. **Be sure to include your name, the position and location 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.