

Training Delivery Advisor (Permanent, Full-time)

ABOUT THE POSITION

The Training Delivery Advisor is responsible for providing functional leadership and day-to-day management for the assessment, quality assurance and designation of training organizations delivering or preparing to deliver credentialed trades training programs in BC. As a compliance and training delivery specialist, the role also provides advice and recommendations for evaluation and delivery of quality programs on and off-campus consistent with program standards. Project leadership is also a key component of this role.

The position works closely with the non-public training providers, public post-secondary institutions, school districts, Private Training Institutions Branch (PTIB) under the Ministry of Education & Skills Training, industry experts and ITA's internal departments such as Indigenous Initiatives, Trades Inclusion & Access, Program Standards & Assessments, Customer Experience (including Apprenticeship Advisors), and other groups within the educational system in BC to assist ITA in fulfilling its mandate.

ITA is currently seeking up to (2) Training Delivery Advisors.

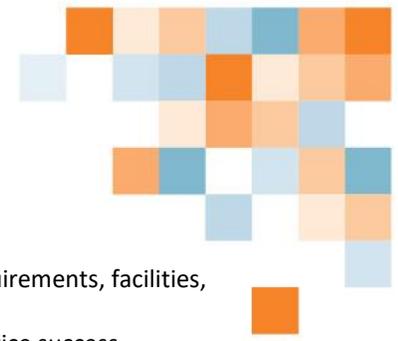
RESPONSIBILITIES/ACCOUNTABILITIES

Designation Of Training Providers:

- Serve as the primary ITA contact and specialist/expert for all designation-related inquiries and matters
- Manage and maintain the designated training provider review process and administer the process for training providers pursuing program designation or renewal.
- Communicate information on approved standards and designation review processes to training providers and training industry associations in BC and respond to extra provincial and international inquiries
- Ensure all minimum standards for training program delivery are met and that any areas of training provider non-compliance are adequately addressed
- Review and finalize external designation review documents (i.e. SME feedback, site audit reports) to ensure alignment with requirements
- Present recommendations through the ITA designation review process to recognize training provider programs with ITA designation as per the ITA Designation Policy
- In collaboration with the Program Standards Department, define and assess specifications for minimum training provider standards for off-campus and community-based training delivery where needed
- Identify and participate in opportunities to continuously improve processes, procedures, and documentation to enhance and simplify the designation function
- Update and organize training provider information in a secure manner, and update information in CRM, internal records and websites where designation information appears (e.g. ITA, Education Planner BC)

Training Delivery Quality Assurance & Compliance:

- Support prospective and new trades training providers as a trusted advisor and specialist in training delivery and compliance around the establishment and designation of a trades training institution, including providing:
 - Guidance on labour market and trade-specific demand
 - Status of program changes/harmonization impacting delivery
 - Overview of system demand and current delivery capabilities
 - Trade-specific trades data related to continuation, completion, certification, apprentice registrations



- Program-specific trade details (eg. theory/practical breakdowns, delivery requirements, facilities, tools & equipment, etc.) to aid in decision-making
- Best practices in training delivery that supports inclusive learning and apprentice success
- Liaise with trades training providers in the secondary or post-secondary systems and communicate training delivery requirements, or provide advice or technical assistance especially for off-campus delivery as needed
- Report issues and non-conformances in training delivery; support and participate in the resolution of issues and complaints with training providers as appropriate
- Support and participate in the evaluation of special programs and pilots to measure quality of delivery and effectiveness in meeting defined objectives and outcomes

Project Management:

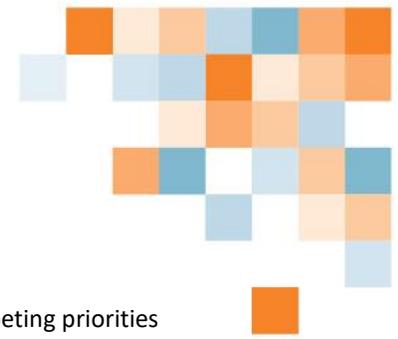
- Lead Training Investment projects directly related to the Training Delivery Advisor role, managing scope, time and deliverables throughout the process
- Use Project Management methodology, tools and documents to help ensure project success, and to provide visibility and updates to project team members and leadership
- Liaise and collaborate with team members and other departments to ensure that deliverables are met within the project schedule

Budget Management & Administration:

- Determine and work within the annual budget (both revenues and expenses) for the support of new and renewal designations and for facility reviews by trades SMEs based on internal and external demand information
- Manage monthly designation budget and provide accurate reporting of monthly and year-end forecasts in this area
- Administer the ITA designation fee structure, establish price projections, prepare invoice detail, track billing, pursue payment collections, coordinate with Private Training Institutions Branch to minimize process duplication and reduce costs for training providers where possible.

EDUCATION/EXPERIENCE

- A post-secondary degree in Education, Business or related field is required; equivalent combination of education and experience considered
- Knowledge around the delivery of trades training through the public and/or non-public trades training system is required
- Knowledge of adult education best practices and delivery methodologies is required
- 5 years experience in a progressive coordination role within a multi-stakeholder, multi-level environment is required
- Experience presenting to and influencing large groups ensuring key project goals, plans and other important information is communicated clearly
- Formal project management training or direct involvement with trades projects is beneficial
- Previous experience in the development, coordination, and facilitation of career/education programs is desired
- Aptitude for identifying potential process improvements and leading the change process
- Previous experience working in fields related to apprenticeship and trades training
- Experience in effective change management practices
- Ability to perform successfully in a fast paced, ever-changing environment



- Excellent written and verbal communication, presentation, and facilitation skills
- Exceptional organizational skills, ability to multitask while maintaining sight of all competing priorities
- Maintains a positive working environment, building a culture of trust, respect, and professionalism

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA 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 ITA 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

The ITA 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@itabc.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 ITA, 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 ITA receives, only applicants who are selected for an interview will be contacted.

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

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. The ITA has implemented its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. ITA 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 ITA.