

Position Description: Training Advisor

Kaiwhakahaere Manager	Area Manager
Te Wāhi Noho Location	Various
Te Rā Date	July 2023
Whakapānga Tuatahi Direct reports	0
Ngā Hononga Mahi Working relationships	Internal: BCITO employees nationally External: Stakeholders

He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, Haere mai, Whakatau mai

BCITO is a subsidiary of Te Pūkenga Work Based Learning division.

As New Zealand's largest provider of building and construction trade apprenticeships, BCITO is committed to the development and training of people working in and people joining the building and construction sector. The collaborative and positive working relationships that we have with the 15 industries that we represent are central to our success. As our environment changes, we continually look to improve our service to the industries we support so that their needs are effectively met.



Vision and Values

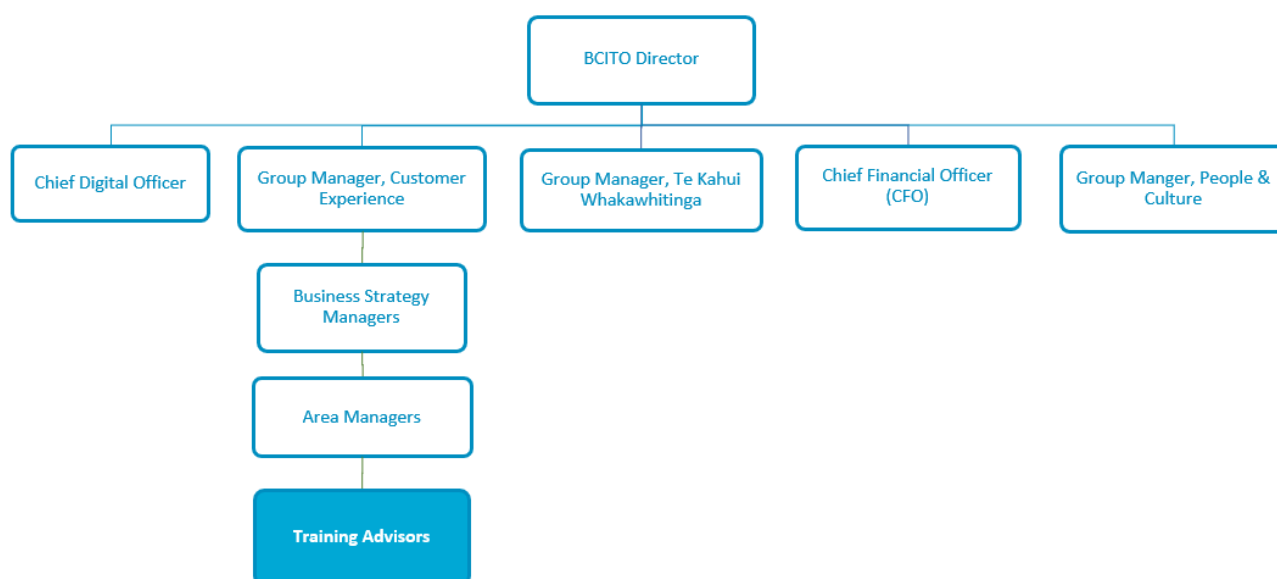
We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

Te Kaupapa | Purpose

To promote industry training and apprenticeships to enhance the knowledge and skill levels of people in the building and construction industry. A BCITO Training Advisor empowers trainees to progress through their apprenticeship (or other qualification) by planning with and facilitating the employer's learning environment and, where appropriate, using other providers to enhance or compliment the onsite teaching and learning, to achieve a portfolio of digitally stored evidence that supports and enables the assessment teams' decisions.

Te Tū Whakahaere | Reporting structure



Ngā Whāinga Matua | Key responsibilities

Provide assigned clients with on-going service, support, and assessment

- Provide comprehensive and professional assessment of trainees' knowledge and capabilities as per organisational requirements
- Regularly monitor and manage trainees' progress and follow up with appropriate actions where required (including specific interventions to assist progress)
- Keep detailed progress and assessment records for trainees, using the appropriate digital tools
- Provide trainees with on-site coaching and mentoring
- Establish trainees' needs and set goals for on-going development
- Build and maintain consultative relationships within the trainees' learning environment through their employer and colleagues, to help monitor and assess progress
- Provide relevant information and resources to the trainee and the learning environment
- Complete documentation/administration processes using the appropriate digital tools, within expected timeframes
- Ensure MOE, NZQA and TEC requirements are met.

Market and promote the benefits and availability of industry training

- Achieve a targeted number of Training Agreements
- Work with the Area Manager and Business Development Advisors to encourage employers and trainees to engage in the next step (i.e. beyond national certificate)
- Support the recruitment of new trainees to increase apprenticeship numbers
- Support Business Development Advisors and other Training Advisors on the Area's Sales plan to facilitate new trainees – this may include events listed in Industry Relationship Management?
- Encourage employees, and employers who can provide training, to participate in training.

Industry Relationship Management

Together with other BCITO employees (Education & Stakeholder Engagement Group), establish and maintain good relationships with clients, internal and external agencies, through personal visits and contacts and participating in meetings, including:

- Schools, off-site providers, PTEs
- Local Government agencies
- Trade groups
- Community organisations
- Stakeholder engagement groups
- Cultural groups and organisations
- Industry Associations.

Note: The above responsibilities are not exclusive. The employee may be asked to perform other reasonable duties and responsibilities at management's discretion.

Health & Safety and Company Information

Always carry out the requirements of the position safely while supporting the organisation's environment, of promotion and adherence to Health & Safety policies and procedures by all employees

Mōu | Person Specifications

- Assessment and/or training experience (including familiarity with adult learning styles and customising material to meet the needs of the audience)
- Mentoring experience
- Relationship management and networking and/or customer service experience (awareness of end-user of training)
- Strong written and verbal communication skills
- Strong planning and organisational skills
- A people person who builds good rapport
- A team player who can work collaboratively but also autonomously
- IT savvy (intermediate to advanced) and willingness to learn new technology
- A current, clean, full New Zealand drivers' licence.

Existing contacts/networks in the building & construction industry, the education sector and/or Government agencies is desirable.

Signed by Training Advisor

Signed by GM Customer Experience

Date:

Date:
