

## Position Description: Training Advisor

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

## He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, haere mai, whakatau mai

BCITO is a business unit within Te Pūkenga (New Zealand Institute of Skills and Technology).

Te Pūkenga supports a world-class vocational and on-the-job learning system for Aotearoa New Zealand that brings together the strengths of in-work, online and on-campus learning. It is responsible for ensuring equity and excellence in vocational education. Its key priorities are improving outcomes for Māori and Māori communities in collaboration with Māori and iwi partners and stakeholders; improving the consistency of vocational education and training; meeting the needs of the regions of New Zealand and their learners, industries, employers, and communities; ensuring that every learner receives what they need to be successful and improving vocational education outcomes.

As New Zealand's largest provider of building and construction trade apprenticeships, BCITO is committed to the development and training of people joining and working in the building and construction sector. The collaborative and positive working relationships that we have with the 16 industries that we represent are central to our success. We continually look to improve our service to the industries, so their needs are effectively met.



### Vision and Values

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

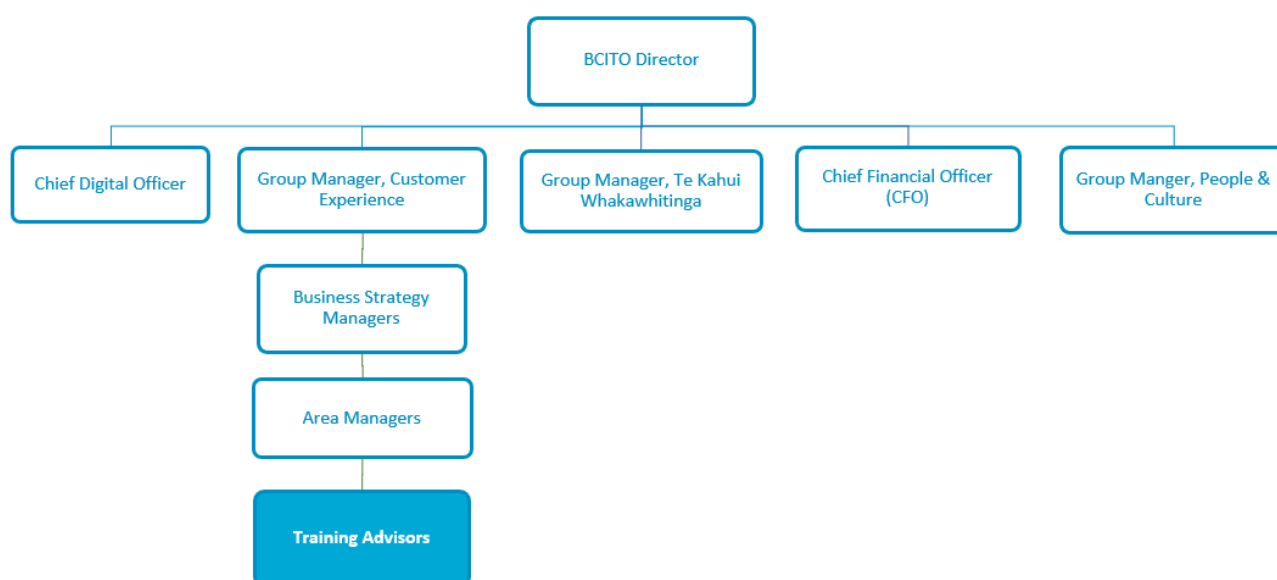
We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

## Te Kaupapa | Purpose

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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

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### **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.
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**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**

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- 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.