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 Limited is New Zealand's largest provider of building and construction trade apprenticeships. We are industry owned and led, and report to Construction Skills New Zealand (CSNZ).

At BCITO, our purpose is clear and our impact powerful. We manage apprenticeships and training for the building and construction sector. Our programmes are designed to be straightforward for learners and workable for employers. Because each trade has its own rhythm, risks and requirements, we build full, end-to-end programmes with wraparound support, so an apprentice can progress from their first day on the job to being fully qualified, and an employer can grow capability on site without slowing the job.

BCITO's difference is focus and follow-through. We ensure the breadth and depth of our programmes meet industry needs and stay close to both learner and the employer to support their journey. Our qualifications are robust because we work with NZQA and TEC; our delivery is practical because we build it with industry and our outcomes are strong because we measure them, learn and improve. That is why employers stay with us, why apprentices recommend us, and why we continue to be New Zealand's provider of choice for work-based learning in the construction trades.

Looking ahead, we remain committed to stability for learners and employers as vocational education evolves. Our aim is to make the system simpler to navigate, quicker to respond to new methods and materials, and more supportive of people finishing well.

In a sector that builds homes, schools, hospitals and workplaces, people are the critical infrastructure. **At BCITO, we are building people who are building people**, and that is how New Zealand builds its future.



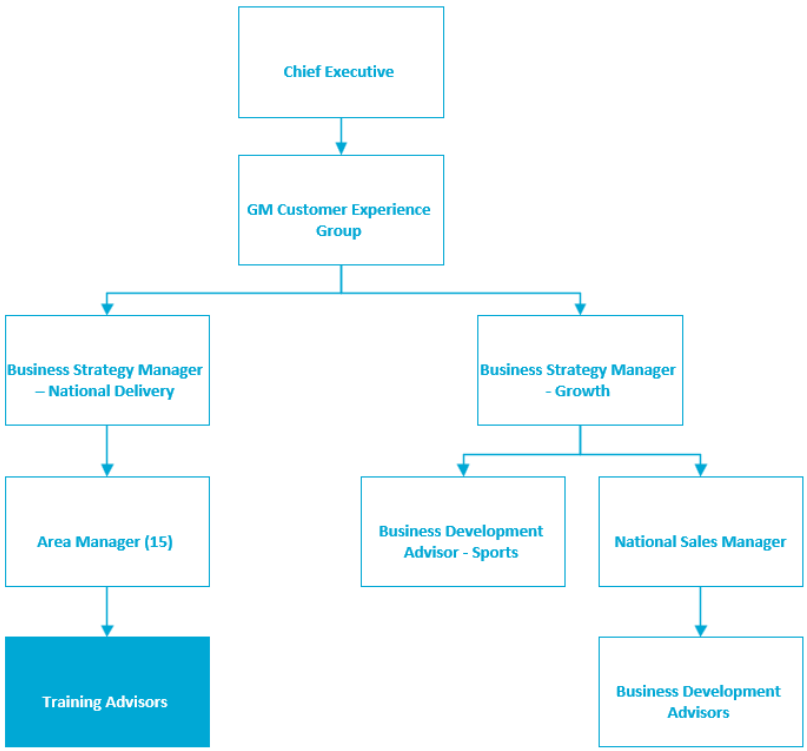
Vision and Values
We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

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.

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

All BCITO employees are required to perform their duties safely, at all times and to support the organisation's commitment to maintaining and complying with Health & Safety policies and procedures.

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.