



Apprenticeship Advisor (Permanent, Full-Time)

ABOUT THE POSITION

If you are passionate about making a difference by guiding and supporting apprentices while building strong relationships with multiple stakeholders, this is a great opportunity for you!

ITA is currently seeking nine (9) Apprenticeship Advisors to work out of the following locations across BC:

- One (1) Greater Vancouver Area
- One (1) Lower Mainland – Burnaby North
- One (1) Lower Mainland – Burnaby South
- One (1) Aldergrove/Langley
- One (1) North Fraser – Maple Ridge
- One (1) Sea to Sky
- One (1) Kamloops, BC
- One (1) Kelowna North, BC
- One (1) North Eastern BC – Dawson Creek

The Apprenticeship Advisor will be a member of our Apprenticeship Advisors team who work remotely in various locations in BC. This role supports the Customer Experience team whose main function is to provide regional support to Apprentices and Sponsors therefore positively impacting continuation and completion rates for apprenticeship.

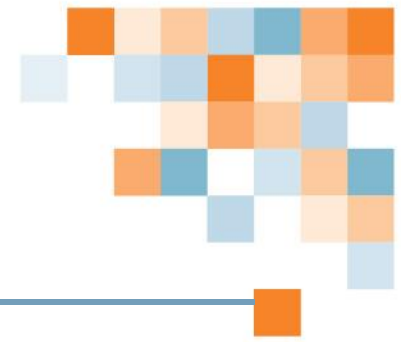
The Apprenticeship Advisor will help build knowledge and awareness of the B.C apprenticeship system; providing guidance to apprentices and sponsors on processes and policies relating to the apprenticeship journey and enhanced challenger pathway.

Through an understanding of the regional environment, building relationships with local industry, sponsors and apprentices; the Apprenticeship Advisor will identify opportunities to remove barriers and boost success rates of apprenticeship.

The Apprenticeship Advisor spends approximately 75% of their time directly interacting with stakeholders.

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!

Please submit your cover letter and resume in PDF format, **indicating which location you are applying for in the subject** by email before the closing date listed on our careers page to HumanResources@itabc.ca.



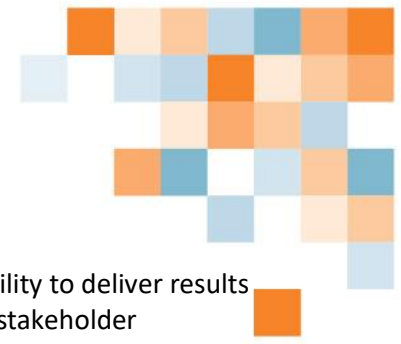
RESPONSIBILITIES/ACCOUNTABILITIES

- **Community Engagement**
 - Regionally meets with industry and sponsors to identify common barriers and develop initiatives to remove barriers within apprenticeship
 - Develops effective working relationships with the indigenous community, employers, learners, training providers, labor and government in order to increase the number of indigenous individuals in training programs. Establishes an understanding of the ITA and the potential economic and social benefit to indigenous communities
 - Supports initiatives to promote and sustain a diverse and inclusive trades training and apprenticeship system by establishing strong working relationships with stakeholders to increase women in trades
 - Supports government initiatives such as the Community Benefits Agreement to assist apprentices in successfully finding opportunities and connecting with employers
 - Provides regional guidance and support through targeted outreach to apprentices, sponsors and stakeholders where continuation is a concern by undertaking provincial completion and engagement projects
 - Develops regional relationships to better promote the value and knowledge of apprenticeship and leverage apprentice opportunities
 - Serves as a point of contact to apprentices and sponsors who are seeking advice or resources through the apprenticeship pathway to address complex questions and scenarios
 - Guides apprentices to provide direction, support and coaching for apprentices, including those who have lost their sponsor
- **Policy Guidance**
 - Provides input into communication resources and tools related to apprentice and sponsor support
 - Operates and advises within legislative authorities, ITA policies and administrative guidelines and ensures proper policy interpretation related to the apprenticeship and challenger pathways
 - Applies continuous improvement methodology to all processes, procedures and systems needed to deliver the Apprenticeship Advisor role
- **Reporting, Systems and Financial Management**
 - Prepares, creates, tracks and maintains documents and reports
 - Creates and manages cases on ITA systems

EDUCATION/EXPERIENCE

Must Haves

- A post-secondary education and/or trades certification with demonstrated success in working within the apprenticeship system as a coach, counsellor or advisor.



- 5 to 7 years of directly related leadership experience that demonstrates the ability to deliver results while maintaining constructive relationships and success working within multi stakeholder environments.
- Proven experience facilitating and influencing relationship building in multi stakeholder environments.
- Experience leveraging technology to appropriately and effectively work remotely with clients and employees.
- A proven track record of working independently and reporting results to a supervisor.
- Ability to travel and support a designated region.

Assets

- Previous experience working with indigenous communities and an understanding of the diverse and complex skills and sensitivities required to engage the community.
- Contacts and existing established relationships within the indigenous community is preferred.
- A strong knowledge of the B.C. apprenticeship system, or comparable provincial apprenticeship system.
- Experience working directly with apprentices and sponsors to increase continuation and completion.

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.



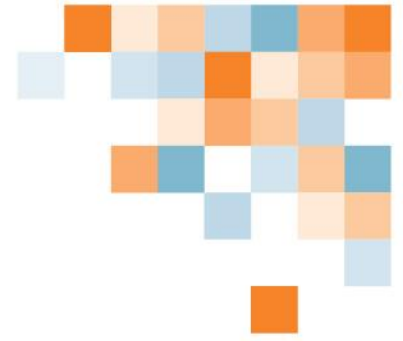
COMPENSATION

Annual Salary Band 5: \$74,550 - \$95,668

Salary to commensurate with experience.

The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule
- 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) indicating the location you are applying for by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email, and we ask for no phone calls and/or in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA currently operates on 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. This requirement will be extended to those visiting our offices. 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 to join ITA.