

Manager, Apprenticeship Advisors

ABOUT THE POSITION

ITA has an exciting opportunity for a strategic and effective leader who values relationship building, a team vision and continuous improvement.

The Manager, Apprenticeship Advisors is accountable for overseeing the Apprenticeship Advisor Team and their ongoing management. The Manager will work closely with the Director, Industry Relations to ensure that ITA maintains positive relationships with employers, sponsors and apprentices and other stakeholders who directly influence the continuation and completion of apprentices.

The Manager will develop and support strategic initiatives to engage employers, apprentices and key partners on the benefits of sponsoring apprenticeships and the value of the apprenticeship learning pathway. The Manager will work closely and collaborate with ITA departments, providing timely feedback that supports the successful execution of their work.

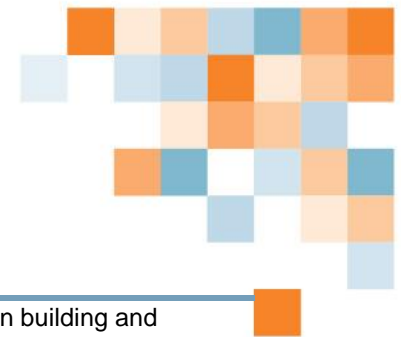
This permanent position has 15 up to 20 direct reports and will report to the Director, Industry Relations.

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!

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

- **Department Management**
 - Plans and manages the overall direction of ITA's Apprenticeship Advisors
 - Manages all aspects of Apprenticeship Advisors team including travel, recruitment, performance management, development, goal setting, budget
 - Serves as a point of contact for Apprenticeship and Sponsorship advisement to address complex questions outside the scope of customer service support
 - Executes projects and reports on continuation and completion and key issues to generate systemic fixes for widespread issues
 - Collaborates with internal and external stakeholders by:
 - Supporting ITA Departments to decrease barriers impeding the apprenticeship success of Indigenous Peoples, women, equity groups and others in trades careers
 - Working with Industry Relations team to maintain regional relationships with key organizations, employer groups, local chambers to promote and market apprenticeship opportunities
 - Working with regional service providers to build capacity and knowledge to address barriers to apprenticeship
- **Strategic Planning**
 - Provides short-term and long-term strategic management to the Advisor team by developing policies and plans to achieve ITA's objectives
 - Provides ongoing analysis of operational environment and make necessary strategic changes to support apprenticeship pathway, stakeholders and community partners
 - Applies continuous improvement methodology to all processes, procedures and systems to manage and deliver the Apprenticeship Advisors function



EDUCATION/EXPERIENCE

- A post-secondary education and/ or trades certification with demonstrated success in building and managing programs related to supporting apprentices and sponsors.
- Demonstrated success working directly with apprentices and employer/sponsors to increase continuation and completion.
- 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.
- Experience leveraging technology to appropriately and effectively work remotely with clients and employees is preferred.
- Experience managing others remotely would be preferred.
- A strong knowledge of the B.C. apprenticeship system is an asset.
- A proven track record in project management is an asset.

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 6: \$89,250 - \$115,500

Salary to commensurate with experience. 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 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 please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check. We sincerely thank all applicants for their interest in the ITA.