



JOB DESCRIPTION



POSITION TITLE: Industry Training Advisor

DEPARTMENT: Skills Development

LOCATION	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Belmont	Level 5	CTF00007/CTF00018/ CTF00030/CTF00046	1 July 2021

CTF is a statutory authority assisting Western Australia's building and construction industry to meet its demands for skilled workers.

CTF administers a training levy on building and construction work in Western Australia, under the Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act) and the revenue generated from the levy is returned to the industry's employers and workers in a range of grants and subsidies. These reduce costs associated with skills training required by a modern and progressive building and construction industry.

The CTF and its Board also carry out the role of the Construction Training Council, which works closely with industry stakeholders and provides advice to the Government and the State Training Board to ensure that training meets the needs of one of Western Australia's biggest and most diverse industries.

Vision

That the construction industry is a career of choice and is safe, skilled and sustainable.

Mission

In collaboration with our stakeholders, we offer initiatives to develop and sustain an agile construction workforce; and to advocate construction as a career for all.

Values

- Integrity
We act professionally with fairness, honesty and transparency, and we hold ourselves to the highest ethical standards. We are responsible with the resources entrusted to us, and we are accountable for our decisions and actions.
- Leadership
We have the boldness and courage to innovate, to keep our focus on our Vision and Mission, and to lead and to strive in everything we do.
- Collaboration
We collaborate and engage with each other, with our stakeholders and with the wider community, respecting principles of empathy, diversity and inclusion.
- Agility
We are adaptable and resilient, and we anticipate change. We strive to facilitate a sustainable construction industry; and in turn to ensure the CTF is sustainable.

REPORTING RELATIONSHIPS:

Training Advice Manager

Industry Training Advisor

ROLE STATEMENT

Provides a variety of stakeholders advice and field support relating to construction careers and apprenticeship and traineeship pathways in the construction industry. Promotes and manages programs and provides support to education providers with the view to increasing the number of skilled people in the WA construction industry.

KEY RESULT AREAS AND DUTIES

- Promotes apprenticeship training and available services, programs, and initiatives.
- Provides information and advice to stakeholders aimed at increasing the intake of apprentices/trainees into the industry.
- Supports secondary and vocational education providers with information and coordinating access to CTF support programs and other external funded programs that will increase the number of young people entering employment and training in the building and construction industry.
- Provides advice and information to stakeholders and industry workers on supplementary skills funding and programs.
- Manages career promotional programs as required.

Develops and Implements Delivery of Services:

- Develops and implement systems, processes, and support tools to respond to the information needs of apprentices, parents and employers entering apprenticeship.
- Provides funding advice to employers and providing information about Construction Training Fund subsidies and support services to industry aimed at increasing the uptake of apprentices and trainees into the industry.
- Develops / coordinates and monitors appropriate support services for education providers to assist student transition from school to work in the building and construction industry.

Liaison with Stakeholders and Service Organisations

- Identify career and training information needs of students, parents, educators and other stakeholders in the building and construction industry.
- Liaises with key industry stakeholders regarding the apprenticeship/traineeship system in WA and the synergies of program initiatives and opportunities.
- Liaises and negotiates with education, training, Government and industry service providers to facilitate successful establishment of pathways into apprenticeship training.

Evaluation:

- Identifies career and training information needs of students, parents, educators and other stakeholders in the building and construction industry.
- In consultation with the Training Advice Manager, participates in the identification and reporting on trends and issues relating to training and employment in the building and construction industry and works hand in hand with the Construction Training Council
- Monitors and evaluates the school-based programs delivered by the CTF.

Promotion:

- Promotes apprenticeship training and other career opportunities in the building and construction industry.
- Promotes construction apprenticeships and traineeships via career presentations, EXPO's, public and industry events, and Construction Futures Centre presentations.

Other Duties:

- Performs other duties as required.
- Duties will entail servicing clients in regional WA as well as the Perth metropolitan area.

CORE CAPABILITIES

Shapes and Manages Strategy

Supports shared purpose and direction; Thinks strategically; Harnesses information and opportunities; Shows judgement, intelligence and common sense.

- Understands and communicates the reasons for decisions to others.
- Understands strategic objectives, trends and factors that may influence work plans and goals.
- Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans.

Achieves results

Identifies and uses resources wisely; Applies and builds professional expertise; Responds positively to change; Takes responsibility for managing projects to achieve results.

- Evaluates project performance, identifies need for change and initiates change when required.
- Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit.
- Demonstrates flexibility and copes with day-to-day changes in priorities.
- Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.

Builds productive relationships

Nurtures internal and external relationships; Listens to, understands and recognises the needs of others; Values individual differences and diversity; Shares learning and supports others

- Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Recognises different views, explores contributions and encourages diverse views.
- Works with staff to identify development areas, encourages development activities, actively requests coaching from supervisor, identifies learning for self and shares this with others.

Exemplifies personal integrity and self-awareness

Demonstrates public service professionalism and probity; Engages with risk and shows personal courage; Commits to action; Promotes and adopts a positive and balanced approach to work; Demonstrates self-awareness and a commitment to personal development

- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.
- Listens when own ideas are challenged, takes responsibility for mistakes and learns from them.
- Takes responsibility for completion of work within time frames, takes initiative to progress work when required.
- Maintains a positive outlook and maintains a balanced working environment.
- Reflects on own behaviours and work style and understands the impact on others and on performance.

Communicates and influences effectively

Communicates clearly; Listens, understands and adapts to audience; Negotiates confidently

- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.

REQUIREMENTS OF THE POSITION (SELECTION CRITERIA)

- Demonstrated knowledge and experience in the following, in particular as they apply to apprenticeships and traineeships:
 - The operation of training systems and employment processes
 - The WA vocational education and training system
- Highly developed written and oral communications skills.
- Proven skill in negotiating solutions to difficult interpersonal issues and contractual disputes.
- Demonstrated ability to build productive relationships with a wide range of external stakeholders.
- Ability to work independently and as part of a small team.
- Ability to use initiative, and to find solutions to problems.

Desirable:

- Knowledge of the WA construction industry.
- Knowledge of vocational education and training in schools.
- Willingness to learn.
- Outcome and service focused.
- Appropriate education and/or training qualifications.

INDUSTRIAL AGREEMENT	Party to the Public Sector CSA Agreement 2019
SPECIAL CONDITIONS	<ul style="list-style-type: none">• Current C Class driver's license• Current Working with Children Clearance.

APPROVAL

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the role.

Chief Executive Officer

Date