

POSITION DESCRIPTION

ROLE:	Apprentice Field Officer
ROLE PURPOSE:	<p>The purpose of this role is to grow the HIA Apprentices business by actively recruiting new host trainers and apprentices, providing a quality field service program for apprentices and host trainers, and ensuring that the program is effective and is conducted in accordance with HIA policies, procedures and practices.</p> <p>The person will maintain positive and effective liaison with client groups, apprentices, host trainers, trade Schools, training providers, members of HIA, Government and educational bodies and the general community in order to maintain HIA Apprentices credibility and professional standing within the home building industry.</p>
WHAT DOES THE ROLE DO:	<p>The Field Officer:</p> <ul style="list-style-type: none"> • recruits new host trainers and apprentices • establishes and maintains a formal field monitoring and assessment program for all apprentices and host trainers • provides a consultative service to all trainers and apprentices ensuring that all activities relating to assessment, site visits, counseling and general day-to-day administration are undertaken effectively
HOW IS THE ROLE DONE:	<ul style="list-style-type: none"> • Recruitment of new host trainers and apprentices in accordance with HIA Apprentices policies, procedures and practices. • Maintain a rigid mentoring schedule utilising the in-house computer system for all visits to host trainers and apprentices. • Monitor on an ongoing basis host trainers ability / capacity to train apprentices in order to meet established training programs and standards. • Conduct workplace performance assessments of all apprentices. • Conduct counselling interviews and when necessary ensure disciplinary standards and procedures are met ensuring that processes associated with potential suspensions or terminations are conducted within established guidelines and legal practices in the area of suspensions and terminations are done in conjunction with the HIA Group Apprenticeship Manager. • Arrange for workplace relocation and / or transfer of apprentices as when necessary, particularly in regard to matters of discipline, work relationships and the requirements to assess additional work experience. • Provide advice to host trainers, apprentices regarding their rights and obligations, and their legal and contractual requirements as related to training agreements. • Assist as necessary with the promotion of HIA Apprentices at "Career Markets/Expo's" and other events such as HIA Trade Nights, Regional Meetings and Information Nights.

	<ul style="list-style-type: none"> Promote the HIA Apprentices to potential host trainers in order to initiate application and participation in the scheme. To conduct WHS/OH&S information sessions in order to educate host trainers and apprentices in their rights and obligations under the WHS/OH&S Legislation.
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> Generate new host opportunities so that budgeted target for business unit growth is achieved or bettered Recruit new apprentices to ensure that we fill open opportunities and achieve or better budgeted targets Maintain field visit schedule to ensure that we are servicing our apprentices and hosts as required and in the allocated time frames Promote HIA apprentices to schools, at career days to ensure a continued supply of suitable applicants are achieved to meet growth objectives
ATTRIBUTES & EXPERIENCE:	<p><u>Essential Requirements</u></p> <ul style="list-style-type: none"> An ability to generate and secure new business High level of interpersonal skills and personal presentation. Well-developed levels of communication skills (oral and written). Professional telephone manner with ability to listen effectively. Well-developed sense of personal work organisation and a high degree of self-motivation, particularly with respect to working in a limited unsupervised capacity. Dedicated and energetic work ethic toward doing a job well by virtue of personal conduct and quality of work, and a desire to grow within an organisation Ability to develop effective work relationship with management and staff and client groups to achieve desired results and objectives. Understanding and full commitment to WHS. Good computer skills – particularly in the application of word processing and database application input. Demonstrated ability to organise and prioritise daily tasks, plan and schedule work commitments. Demonstrated positive aptitude for clerical duties. Confidence to make urgent on the spot decisions when necessary. Due to the nature of this role, a current Working With Vulnerable People (children) check, and a National Police check is required <p><u>Desired Requirements</u></p> <ul style="list-style-type: none"> Proven sales record Knowledge of the Apprenticeship system. Knowledge of industrial award conditions and wage schedules applicable to the apprenticeship system. Knowledge of the Housing industry applicable to the building trade and apprenticeships. A Trade certificate in the building industry, IE: Carpentry, Joinery, Bricklaying etc. Training qualifications IE: Certificate IV in Training and Workplace Assessment.

REPORTING:	Apprentice Manager