



POSITION DESCRIPTION

Position	Field Coordinator (Born to Build)
No. of Hours:	38 hours per week
Dept.	Master Builders SA Apprentices (Group Training Organisation)
Reports to:	Apprentices Manager
Critical Targets:	<ul style="list-style-type: none"> To assist in promoting the career pathways available within the building & construction industry The growth and retention of the GTO's apprenticeship program and continuous funding of the Born to Build program Ensuring deliverables of the Born to Build program are achieved Provide support to the GTO with the promotion of apprenticeships/traineeships on scope
Key Functions:	<ul style="list-style-type: none"> Recruitment of apprentices and traineeships across the building & construction industry To support the GTO with work experience placement of potential apprentices/trainees To conduct safety assessments when required to ensure the suitability in the placement of an apprentice/trainee with a host employer
Qualifications/Certificates:	<ul style="list-style-type: none"> Building & Construction Trade qualification or equivalent Certificate IV in Workplace Health & Safety This is identified Child Safe Position and requires the incumbent to obtain and maintain a DCSI clearance to work with children and vulnerable adults and complete the Child Safe Environments training on an annual basis.
Essential Skills:	<ul style="list-style-type: none"> High level of organisation skills Strong presentation skills Ability to work autonomously Excellent communication skills Understanding of National Training Packages and career pathways of apprentices/trainees in the Building & Construction industry Ability to establish and maintain professional relationships Demonstrated capacity to work with a team of dedicated professionals
Desirable Skills:	<ul style="list-style-type: none"> On-site building & construction experience



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RESPONSIBILITIES

1. Function Role

- 1.1 Manage the day-to-day promotion of apprenticeships/traineeships as a viable career pathway
- Presentations to students within both primary/secondary & private schools
 - Liaising with Vet Coordinators and Industry Skills Consultants within schools to promote the career pathways available to students
 - Liaise with a wide variety of sports clubs and associations to work with their participants to promote apprenticeships/traineeships as a viable career pathway
 - Liaise with other team members for suitable work experience for potential apprentice/trainee placements with host employers
 - Promote the benefits of using a GTO for an apprenticeship/traineeship
 - Represent Master Builders SA at career expos
 - Conduct the weekly inductions of new apprentices into the GTO
- 1.2 Liaise with Registered Training Organisations regarding
- Schedule and conduct regular site visits to RTOs to meet with potential apprentices/trainees
- 1.3 Liaise with RTO trainers on standout candidates from pre-vocational programmes Provide support to potential apprentices/trainees if
- Liaise with other GTOs within the building & construction industry to place a potential apprentice (if trade is not offered by Master Builders SA)
 - Liaise with RTO trainers on standout candidates from pre-vocational programmes

2. Observance of Best Practice

- 2.1 Ensure Master Builders SA observes best practice in securing:
- Identification, assessment for suitability of new apprentices
 - Assess host employers for compliance requirements for apprentice/trainee placements

3. Systems and Procedures

- 3.1 Maintain records for:
- Presentations delivered
 - Career Expos attended
 - Site Visits to Schools, Community Clubs, Sporting Clubs
 - Meeting records with key stakeholders
 - Applications received for apprenticeships/traineeships from promotional activity
 - Site safety inspections of host employers
 - Successful recruitment of apprentices/trainees with other GTOs
 - Successful recruitment of apprentices/trainees with Master Builders SA



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- Conversion ratios from work experience placements to apprenticeships/traineeships

4. Marketing

- 4.1 Participate in the marketing of Master Builders SA Apprentices inclusive of:
- Apprentice awards inc. other GTOs
 - Master Builders SA events and functions
 - Sponsors and partners
 - Media (inc. Social Media content)

5. Liaison

- 5.1 Liaise with CITB and committees
- 5.2 Federal, State and Local agencies involved in the skills development of apprentices/trainees
- 5.2 Australian Apprenticeship Centre
- 5.3 Other departments within Master Builders SA
- 5.5 Other professional bodies, associations, agencies that support and assist the skills development of apprentices/trainees
- 5.6 Master Builders National Office

6. Personal Management

- 6.1 Adherence to Master Builders SA core values maintained and achieved through:
- A work environment that promotes cooperation, consultation, mutual respect, teamwork and acceptance of challenges and celebration of achievements.
 - Ethical behaviour and observance of the Master Builders SA Apprentices Code of Conduct
- 6.2 Demonstrate ability in implementation and coordination skills and participate in personal development programs achieved through:
- Providing support in achieving Master Builders SA Apprentices GTO goals and objectives
 - Compliance with role responsibilities together with provision of support which encourages consultative and participative productivity.
 - Identification of any opportunity for improvement and undertaken proactive measures to develop higher performance skills.

7. Other Duties

As directed by the Apprentices Manager / Master Builders SA Senior management.