

**Position description**

**POSITION title** **HUB Coordinator – engineering degree apprenticeship**

**Centre/Business AREA School of Construction AND ENGINEERING**

**Responsible to pROGRAMME mANAGER eNGINEERING dEGREE AND dIPLOMAs**

**Staff reporting to the position**  **Nil**

**PURPOSE OF THE POSITION**

The Hub Coordinator is responsible for growing Engineering Technology degree apprentice numbers through developing closer relationships between employers, current and potential apprentices and WelTec staff and employers involved with WelTec’s Bachelor in Engineering Technology Apprenticeship programme.

This will include coordinating industry and apprentice contacts, record keeping and reporting activities between the School, WelTec’s support services and the wider engineering industry. The position will involve direct contact with apprentices and staff on employers’ work sites and the WelTec campus.

The position plays an important role in the overall learning environment for apprentices undertaking degree level studies, however, the position has no direct academic responsibility for apprentice progression and assessment (those responsibilities being retained by designated WelTec academic staff).

**KEY RESPONSIBILITIES AND DUTIES**

Collaborate with School of Construction and Engineering academic and administration staff to coordinate Apprenticeship Individual Learning Plans and monitor the learning and progression of apprentices:

* Oversee the development of Individual Learning Plans annually for each Apprentice in conjunction with the employer and maintaining an overview of an apprentice’s workload including assessment obligations.
* Oversee apprentice portfolios for quality assurance and compliance aspects in accordance with WelTec’s systems, policies and programme requirements.
* Collaborate with academic and administrative staff to monitor Apprentice progress, provide mentoring and guidance and assist with the provision of regular progress reports.
* Attend block and day release classes and workshops, and visit apprentices in their workplace as requested by the Programme Manager to provide support in managing issues which may prevent apprentices from being totally engaged in their programme of learning i.e. mentoring and guidance associated with employment and/or personal issues.
* Coordinate and manage Apprentice’s enrolments e.g. coordinate the signing of new Training Agreements, monitor the enrolment status of Apprentices.
* Assist tutor/apprentice inquires around on-site assessment visits.
* Identify employment opportunities that could be filled by any Apprentices who have lost their current employment after being accepted into the programme or where a workplace does not provide necessary work related experiences, arranging the rotation of apprentices between organisations to ensure breadth of experience for each apprentice.
* Work with academic staff, to assist in apprentice management and learning, ensure that the programme and Individual Learning Plans meet the learning needs of apprentices and adhere to legislative compliance requirements, working closely with WelTec’s Enrolments Operations and Student Information teams, Te Whare Awhina, Pasifika Team and Learner Support and Learner Engagement teams.
* Organise the end-of-year and End Point Assessment (EPA) camps[[1]](#footnote-1)
* Collaborate with stakeholders to maintain training work sites and placement opportunities for new and exisiting Apprentices:
* Identify and engage business opportunities that will enhance and expand the BEngTech Apprenticeship programme on a local and regional level.
* Establish and maintain relationships with representatives of businesses, firms, enterprises and agencies in which apprentices are placed.
* Interact on an ongoing basis with each apprentice’s employer-appointed mentors including dealing with any problems that might arise including facilitating the resolution of any study related disputes between employers and apprentices.
* Assist in growth of Apprentice numbers. e.g. current/new employer liaison, matching workplace to apprentice according to Learning Plan requirements.
* Liaise with Apprentice assessors to identify apprentices not meeting Learning Plan or programme requirements and put in place processes which enable Apprentice’s to re-engage in their learning.
* Initiate and ensure completion of contracts between WelTec, apprentices and employers.
* Participate in the co-ordination of relevant groups through effective communication, co-operation and organisation.
* Liaise with local Iwi.

Key Results/Outcomes:

* Apprentice learning needs are met.
* Apprentice learning and assessment takes place in a safe and efficient practical environment.
* Accurate records are kept and maintained.
* Key contacts and relationships are maintained.
* Timely sharing of information occurs and enquiries are responded to quickly and effectively.
* Cooperation with Head of School, Programme Manager, Academic Staff Members and other team members.
* Participation in group activities such as enrolment, records keeping, team building activities, and liaison with relevant industry groups.

**HEALTH and SAFTEY**

When apprentices are on WelTec sites, maintain a safe environment where apprentices can undertake practical tasks associated with their learning needs, which comply in every respect with WelTec’s health and safety requirements.

Take responsibility for all Health and Safety requirements associated with industry site visits and assessments.

Take all practical steps to create and maintain a safe and healthy working environment for staff, apprentices and other persons within area of responsibility.

Liaise with Health, Safety and Sustainability Manager, Head of School, Programme Manager, School’s Head Technician and external agencies on health and safety initiatives, compliance, management and monitoring.

**QUALIFICATIONS and EXPERIENCE**

Experience of working in a tertiary learning environment, preferably including the areas of industry liaison, mentoring and/or apprentice support.

Practical experience and strong understanding of employer demands in the engineering industry e.g. engineering consultancies, local/regional authorities and infrastructure owners.

A good knowledge of the use of databases and reporting systems.

**COMPETENCIES and CRITERIA**

**Essential**

* proven ability in building and maintaining good relationships with colleagues, clients and relevant stakeholders
* adherence to health and safety protocols and ability to upskill as required by legislative and policy changes
* full clean Driver’s License

**Personal Attributes**

* enthusiastic
* reflective professional
* open minded
* strength in written and verbal communication
* competent user of personal computer and IT systems

**Technical and Analytical Expertise**

* ability to absorb new technical information and keep up to date in engineering industry issues, understand, analyse, and apply practical industry experience and information, especially technical information
* use and share work-related knowledge with others

**Self-Management, Planning, Initiative and Productivity**

* perform a range of tasks under competing demands with minimum supervision
* organise and prioritise workloads effectively to ensure high quality results within deadlines
* assert influence over events to achieve goals
* be proactive rather than passive
* anticipate potential issues and develop practical solutions
* demonstrate efficient and productive work practices
* manage information and keep effective work records
* set high goals or standards of self-performance for self
* be a problem solver, developing and implementing systems and processes to promote efficiency
* anticipate the information and organisational needs of the Programme Manager and other team members

**Teamwork and Organisational Commitment**

* be a productive and supportive participant within a team environment
* demonstrate preparedness to share work related information, knowledge and expertise
* demonstrate willingness to align personal behaviour with the WelTec Code of Professional Practice, and with the values, priorities, goals, policies and procedures of the Institute

**Applied Intellect**

* learn from experiences, make sound decisions and exercise good judgment
* express well-articulated views and maintain an ongoing interest in learning and self-development

**Communication**

* keep managers and other staff well informed of organisational issues, developments and decisions
* listen to others and objectively consider their ideas and opinions
* communicate and present both orally, in writing or through the use of presentation tools/equipment, concepts and information, to the intended audience effectively, in individual and group situations
* produce written material that is clear, concise and to a professional standard
* be sensitive to communication issues related to cultural difference
* influence and persuade others through a process of understanding other's perspectives and focusing on optimum outcomes for all parties
* demonstrate active listening techniques

**Relationship Management**

* be responsive to customer enquiries
* demonstrate a ‘customer first’ attitude and promote this attitude effectively to others
* recognise customers’ diverse needs and perspectives and develop and maintain capability to deliver services to a diverse community
* make a positive impression on others, having presence and behaving with integrity
* manage relationships with others, and develop and maintain a network of individuals or organisations to assist in meeting the needs of WelTec

**Problem solving**

* identify possible solutions to complex problems and select a preferred option, and, be able to substantiate the preferred choice, demonstrate preparedness to determine the effectiveness of the solutions

1. At the end of each year is a year-end assessment camp. This is an opportunity for apprentices to present portfolios, reports and other work derived from the courses that are integrated into the industry projects for assessment. The final year-end assessment camp is termed the End-Point Assessment (EPA) and while it follows the same processes as the other two year-end assessments, it is more rigorous as it assesses the capstone project for the degree. All year-end assessment camps will have input from industry. [↑](#footnote-ref-1)