



Position Details

Position Title	Automotive Industry Careers Mentor
Location	This role requires you to work from home, member sites, and other external sites as required.
Reports To	GM Apprentice Employment Services - Manager NT Regional Coordinator – Daily Support
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	<p>The purpose of this position is to provide the following:</p> <ol style="list-style-type: none"> 1. Retention - Improve the retention of first-year automotive apprentices transitioning to their second year through support, guidance and counselling; 2. Relationships - To build strong - and mutually beneficial - working relationships with first-year apprentices, parents and caregivers, trainers, employers, government and non-government agencies. 3. Recognition - Raise awareness of MTAs Apprentice mentoring activities throughout the automotive and associated industries.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	Increase the retention rate of apprentices engaged in the program against National Centre for Vocational Education Research (NCVER) quarterly retention data for the Northern Territory.	20%
Purpose of Activity	Increase apprentice retention rate of apprentices in the program.	
Required Examples	<ul style="list-style-type: none"> • Measure the program's impact on the retention rate and the number of apprentices transitioning into their second year. • --% (TBA) retention of all first year apprentices participating in the program • Decrease in Apprentice cancellation numbers of --% (TBA) • Encourage as many employers as possible to participate in the program. • Build relationships & strong networks with employers and stakeholders to gain additional Apprentices into the program • Raise awareness of the industry mentoring service to Eligible Apprentices and employers within the automotive industry at MTA member and industry functions • Work with apprenticeship stakeholders to identify apprentices for the program – CDU, GTNT, Government (in compliance with privacy act) • Work with MTA Marketing to develop marketing material and newsletters on program 	
Responsibility (2)	Face-to-face engagement with apprentices in the program every 16 weeks	70%
Purpose of Activity	To ensure regular contact and identify supports required for apprentices enrolled in program	
Required Examples	a) As a minimum, conduct monitoring visits, preferably face to face, every 16	

	<p>weeks (or more often as needed). Electronic and remote visits can be conducted more frequently.</p> <p>b) Visits will have a focus on –</p> <ul style="list-style-type: none"> • Apprentice welfare • Employer compliance • Apprentice personal and professional development • Apprentice on-job learning <p>c) Develop and maintain a trust-based mentor relationship with each apprentice;</p> <p>d) Build rapport and trust with the apprentice;</p> <p>e) Ensure apprentice welfare focus throughout the program;</p> <p>f) Ensure apprentice has easy access to training information and advice;</p> <p>g) Identify and implement supports required to ensure apprentice retention and successful transition to second year;</p> <p>h) Where the apprentice is identified as having behavioural or learning or developmental issues, consider and implement support mechanisms;</p> <p>i) Identify and address the specific needs of the apprentice being mentored and refer to appropriate support services where required</p> <p>j) Empower the apprentice with the knowledge and capacity to identify and resolve issues autonomously when they arise</p> <p>k) Encourage the apprentice to develop their independence and resilience in the workplace</p> <p>l) Assist the apprentice to rectify problems early before they pose a threat to the employer relationship</p> <p>m) Modify approaches specific to the needs of each apprentice being mentored</p>	
<p>Responsibility (3)</p>	<p>Generate qualitative and quantitative reports on apprentice issues identified</p>	<p>5%</p>

Purpose of Activity	Provide update to GM Apprentice Employment Services on progress of program	
Required Examples	<ul style="list-style-type: none"> a) Weekly report on apprentice visits and issues b) Weekly report on business development activities – finding program participants c) Weekly report on networking activities – CDU, GTNT, Youth Support Services etc. d) Monthly report summarising overall KPI's and activities 	
Responsibility (4)	Assist with the completion of progress report and an annual funding report, which outlines funding expenditure, in addition to a summary on the KPI's.	5%
Purpose of Activity	Meeting the requirements of the program funding as set by the Department of Industry, Tourism and Trade	
Required Examples	<ul style="list-style-type: none"> a) Summary of progress against set KPI's b) Regular uploading of expense receipts etc. c) Meeting with GM Apprentice Employment Services and other MTA staff to develop required reports 	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- Relevant legislation and regulations including Workplace Health & Safety and Equal Employment Opportunities.
- Working with Children legislation
- Bullying and Harassment requirements
- Industry codes
- NT Government Guidelines for Apprenticeships and Traineeships
- Federal Award - Vehicle Manufacturing, Repair, Services and Retail Award 2010
- MTA Values & Policy & Procedure

Knowledge, Skill and Experience Requirements

<p>Knowledge</p> <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	<p>Essential</p> <p>Mentoring or Career Counselling Qualifications or equivalent experience</p> <p>Working knowledge of Workplace Health & Safety and Apprentice and Trainee Employment Conditions and Training Responsibilities</p>	<p>Preferred</p> <p>Career Counselling Working with Youth</p> <p>Automotive Industry Qualification or Experience</p>
<p>Skills</p> <p>Interpersonal Skills e.g. Communication, Negotiation, Problem Solving, Conflict Resolution, Mentoring and Leadership, Analytical, Customer Service, Team work.</p>	<p>Essential</p> <p>Yes to all</p>	<p>Preferred</p>
<p>Personal alignment with MTA Values</p>	<p>Essential</p> <p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p>	<p>Preferred</p>

	<p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do everyday.</p>	
<p>Computer Software</p> <ul style="list-style-type: none"> • Eg. Microsoft suite, E-mail, Internet, Student Records Management Database 	<p>Essential</p> <p>Microsoft Word Microsoft Excel Email Internet</p>	<p>Preferred</p> <p>Excel</p>
<p>Technical Skills</p> <ul style="list-style-type: none"> • Licences 	<p>Essential</p> <p>Drivers Licence Child Related Employment Screening</p>	<p>Preferred</p>
<p>Experience</p> <ul style="list-style-type: none"> • Industry and/or field experience. 	<p>Essential</p> <p>Working with Youth</p>	<p>Preferred</p> <p>Sales and or Marketing Employee Performance Management</p>

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	All MTA Staff
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors.	Industry Employers; GTOs; RTO's, Government/Non-Government Organisations

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none">• Business planning• Expense control• Line Supervision	Nil
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Automotive Industry Careers Mentor name: _____

Signature: _____

Date: _____