

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Carpentry Training Advisor /
Business Development

Area *Te Tari*: Central Otago

Reports to (title) *Ka whakaratatia e*: Head of School

SP10 placement: D Band

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

You will serve as a vital navigator for ākonga, employers, and training organisations as they go through the complex journey of learning in the vocational education landscape, bringing people and processes together in harmony, taking a leadership stance of what best practice looks like.

You will need to build bridges between learning and working, ensuring all parties understand their roles within the apprentice's learning journey. As a trusted advisor to everyone involved, you will provide the steady guidance needed to keep ākonga on track while also helping employers develop their future workforce.

You will have to champion both ākonga and industry needs, creating the relationships and pathways that transform people into skilled qualified professionals who stay in the sector in a rewarding career contributing to the sector's future success. You will help us build our business with future apprenticeship opportunities with employers to increase our learner numbers across the region.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Ensure that the learning journey supports ākonga to be successful in their studies and future career	• Ensure ākonga are safe, well-supported, and cared for throughout their learning journey building their confidence and self-belief to support their growth. • All parties are guided through qualification pathways, requirements, and support services to ensure ākonga progress through their qualifications, achieve successful completion and move forward into a career in the sector. • Learning is monitored and supported to meet standards and qualification requirements. • Issues are identified early and resolved following organisational policies and processes. • Learners are made aware of support services available and connected as required.
Build relationships and seek out opportunities for growth	• Develop employers' understanding of the requirements of their role in an ākonga's development and their future workforce development based on the Training Advisor's own knowledge of their people in roles across the firm.

	• Foster productive partnerships with and between ākonga, employers, and training providers. • Shared understanding of roles, responsibilities and expectations are set and monitored with all parties. • Use your industry knowledge and Central Otago community connections to engage with new and existing employers to promote Otago Polytechnic apprenticeship programmes. • Represent Otago Polytechnic at industry events, forums and networking opportunities. • Develop and implement strategies to attract employed ākonga into study. • Insights on emerging industry trends and opportunities are analysed and presented to leadership. • Client relationships are managed from prospecting, and contracts through to ongoing service provision and evaluation feedback. • Successful relationships are established and maintained.
Administration and Assessment	• Documentation is completed to required standards, accurately and within required timeframes. • Processes are documented, up to date and readily available stored in a central location. • Depending on the specific trade, you may be required to assess commercial competency of apprentices whilst supported by employer observations.
Observe principles and practices of Equal Employment Opportunity and Diversity	• Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	• Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	• Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. • Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. • Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	• Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	• Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Head of School	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Colleagues in College: ECL and Central Otago	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Work in partnership with others.
OP Kaimahi	Provide support, advice, guidance, information, communication and referrals and seek feedback, and instruction on a wide range of matters.
External partners and stakeholders, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
Ākonga	Support Individual learners throughout their journey including their whānau/family members.
Employer Representatives	Multiple employer employees across levels -from leadership to direct supervisors and trainers, also contractors where ākonga may work under their supervision.

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- Sales/revenue: Nil
- Budget: Nil
- Number of employees reporting directly: Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Previous experience mentoring or coaching
- Business or commercial experience within a relevant or related sector
- Experience of successful case management and establishing and maintaining successful relationships
- Experience with conflict resolution and managing competing priorities and complex situations

- Cultural intelligence particularly Māori and Pasifika
- Experience in business development, training advisory, or stakeholder engagement
- Experience building trust and rapport with a diverse range of people, and managing multiple relationships
- Strong written and numerical skills to support documentation and learner assistance
- Proficient in digital tools and platforms

Desirable:

- Experience with or working knowledge of vocational and adult education

Selection Criteria – Education and Experience	<i>Whakariteka Kōwhiritaka - kā kuraka me kā wheako</i>
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Essential:

- Industry and trade level qualification
- Trade Technical: Trade-specific skills, experience and knowledge that enable correct learning journey navigation.

Desirable:

- Unit standard 4098 (Assessing unit standards)

Personal Attributes	<i>Kā Āhuatanga Whaiaro</i>
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- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- High level verbal and written communication skills
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.