Position Description

Form or Template HG184

School of Primary Industries, Viticulture & Wine Science Learning Facilitator

Function:	To work alongside teaching staff to enhance the student learning experience
Reports to:	Assistant Head of School
Location:	Taradale and RLC Campuses
Arrangement:	0.8
Date:	January 2027

Pūtake | Purpose

The Learning Facilitator supports teaching staff and students to enhance the educational experience across the School of Primary Industries, Viticulture & Wine Science programmes. Working closely with learners, the role applies extensive horticultural knowledge and expertise in nursery operations and facility management to support the development of practical industry skills, learner achievement, and industry readiness.

The role provides learning guidance, encouragement, and support to promote student engagement, wellbeing, and success. Working collaboratively with teaching staff, the Learning Facilitator assists in monitoring learner progress, maintaining learning resources and facilities, and contributing to a safe, positive, and industry-relevant learning environment.

Ngā Whanaungatanga | Working Relationships

Internal:	Programme Coordinators Academic Staff Assistant Head of School Head of School Administration Manager, Administration Staff and Technical Staff Students
External:	Advisory Committee Industry

Mana Whakahaere | Resource Delegations

Financial:	none
People:	none

Kawenga Mahi | Accountabilities

Technical Support

- Facility set up and organisation - on and off campus - full-time and part-time courses
- Maintain safe, clean, and well-organised learning environments in accordance with health and safety requirements.
- Maintain an inventory of all small equipment (unit, date, cost, asset number)
- Check capital items annually against Finance printouts
- Maintain and develop tools and equipment
- Liaise with service providers regarding repairs and maintenance of equipment and facilities.
- Oversee the operation and maintenance of nursery facilities, plant collections, growing environments, irrigation systems, and associated teaching resources.
- Assist with propagation, plant production, maintenance, and management activities that support programme delivery and practical learning experiences.

Learning Facilitation

- Work alongside students and encourage them with their learning.
- Demonstrate how to use equipment, software, materials and the like.
- Respond to questions from students about their learning projects, tasks and the like.
- Assist students practice and master technical skills.

Teaching Facility and Resources

- Work with teaching staff to ensure that the teaching facility is fully functional and safe.
- Work with teaching staff to ensure the learning environment is prepared.
- Assist in tidying up afterwards.

Student Support

- Identify students with learning issues and refer to tutor or specialist as appropriate.
- Work with teaching staff to provide additional practical support to students with learning issues.
- Follow up students who haven't been attending classes and refer to the tutor or specialist as appropriate.

Tutor/Lecturer Support

- Working alongside the Tutor during class and assisting students with their learning.
- Contribute to new ideas that would improve learning resources.
- Provide feedback to the Tutor/Lecturer regarding student progress as required.
- Assist teaching staff with the recording of student learning progress.
- Work with Tutors/Lecturers to provide support for students.
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General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.

- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Knowledge, Experience and Skills:

- Extensive range of Primary Industry experience combined with proven technical and applied expertise **essential.**
- Empathy for students.
- Competence in the use of Microsoft Office.
- Proven horticultural expertise, including nursery operations, plant propagation, and growing system management.
- Ability to maintain industry-standard nursery facilities and support high-quality practical learning experiences for learners.

Skills:

- Extensive knowledge and practical skills in a Primary Industries environment essential.
- Well-developed oral, written and interpersonal skills **essential**.
- Administration and organisational skills required.

Special Aptitudes:

- An ability to demonstrate to students the link between theoretical and practical aspects in a Primary Industries environment.
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, i.e. industry/students.

Personal Attributes:

- Friendly and approachable manner.
- Professional approach.
- Flexible, adaptable and responsible.
- Excellent communication skills.

Qualifications:

- Relevant qualification in Horticulture, Agriculture or Viticulture

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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Developer	People and Culture Advisor
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