

Work Broker

Kaupapa | Purpose

Scope: Engage with Te Ara o Tākitimu ākonga (and others) to understand their diversity and to support and facilitate their successful transition to employment or further training and education opportunities. Effectively match the unique skills, strengths and attributes of the student with the needs of employers and industry. The emphasis is on students gaining employment that achieves sustainable outcomes for them and their whānau.

Reports to: Student Support Services Manager (HB)

Team: EIT | Te Pūkenga team

Location:

Remuneration: \$54,210 - \$67,763

Date: October 2025

Ngā Hononga Mahi | Working relationships

Internal: Poutāhu, Director of Māori, Director, Business Relationships & Transitions, Heads of School/Assistant Heads of School and Programme Coordinators Academic staff, Business Relationship Unit Team, Coordinator, Te Ara o Tākitimu, Success Navigators, Te Ara o Tākitimu and Youth Guarantee

External: Relevant industries and employers WDCs/Industry Training, Organisations Iwi and Hapū, Pasifika communities

Ngā mahi | Do

Labour Market Intelligence / Employer Engagement / Opportunity Development

- Identify and analyse labour market opportunities by gaining an understanding of the current and future supply and demand environment of the local labour market i.e.
 - Where existing and potential growth exists
 - What skills are needed by employers; feedback to academic staff to ensure students are equipped with in-demand skills that align with local workforce needs
 - What priorities exist for local iwi Māori groups and organisations
 - Establish and implement industry engagement strategy
 - Maintain employer database
 - Promote employer incentives and government schemes (e.g. Apprenticeship Boost) to foster engagement and attract employers to consider students for placement

- Establish relationships with external agencies and services (including local iwi Māori groups and organisations) that can assist in the match of employers and students

Work Readiness

- Engage regularly with ākonga, academic staff and EIT student support staff to assess students' strengths and capabilities and how these can best be utilised and enhanced
- Undertake a work readiness evaluation of each student to determine appropriate employer placements
- Provide tailored support and guidance to develop job search skills, including CV writing, interview techniques, personal presentation
- Identify driver licence status/requirements and refer to external teaching agency if required

Work Brokerage

- Act as a mentor and facilitator to help ākonga find work experience placements initially and then transition to employment, (particularly Apprenticeship, Cadetship or Traineeship), work experience or further training opportunities
- Provide work placement providers/employers with work experience contracts
- Monitor and provide feedback to ākonga and academic staff about work experience placement
- Scan for employment opportunities and promote to students
- Explore opportunities that connect students with local organisations, including iwi Māori groups
- Profile students to employers
- Align students with opportunities that support their growth and the goals
- Support transition of student into employment
- Identify ākonga who are eligible for transition to employment financial support and process applications
- Establish initial and subsequent employer visit schedule to monitor ākonga progress

Communication and Stakeholder Relationships

- Maintain regular contact and develop effective working relationships with key EIT staff to ensure a collaborative approach to student support
- Liaise with relevant individuals and groups in the community, particularly with iwi Māori groups and organisations
- Connect with Employers, Consortia local initiatives, particularly Māori focused kaupapa, that provide opportunities to developing EIT and students success and employment outcomes
- Build strong networks and professional relationships

Student Recruitment and Support

- Follow relevant and culturally appropriate processes to ensure at risk students are supported
- Liaise closely with academic and other support staff to ensure students are encouraged to make effective use of appropriate support services when required
- Promote cultural and pastoral care services

Administration

- Maintain accurate and up-to-date student data, managing the ākonga database and ensuring all placements, outcomes and engagements are properly tracked and analysed.
- Ensure appropriate administration, data collection and input systems are followed
- Develop appropriate reports as required.
- Generate regular reports to inform stakeholders of progress, highlighting student success stories and areas for improvement in the work readiness and employment pathways

General

- Review own job description annually with Manager and work through coaching and appraisal processes
- Attend EIT meetings and other meetings that are deemed appropriate
- Ensure all activities reflect QMS philosophy and practices
- Apply an equitable and cultural approach when appropriate
- Provide a safe work environment through compliance with the Institute's Health and Safety policy and procedures.
- Ensure the guidelines of the Privacy Act are complied with in all dealings with business groups, industry, staff and students.
- Commit to professional development
- Undertake other duties as required 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 | Have

Knowledge and Experience

- Must be cognisant of the local labour market, problems, issues and opportunities
- Knowledge of NZ Apprenticeships, Cadetships and the Trades and Primary Industries is desirable
- Experience in communicating and working with young adults is essential, in particular with Māori and Pasifika students
- Understand the NZ qualifications framework

- Detailed knowledge and experience in providing a range of employment related services
- Be informed of employer incentives and subsidies e.g. Work & Income Apprenticeship Boost scheme

Skills Required

- Develop, liaise and maintain positive relationships with individuals, groups and agencies external to the organization
- Highly developed communication, facilitation and interpersonal skills with an ability to quickly establish rapport and credibility
- Well-developed digital literacy skills (in particular Microsoft Excel) and the ability to use EIT's computing and reporting systems effectively
- Good organisational and administrative skills
- Proven ability to plan, prioritise and meet deadlines

Special Aptitudes

- Understand the complexity and cultural diversity of our community through use of language and cultural knowledge
- Comprehend and value cultural matters and commit to the development of a culturally competent work environment
- Consistently exemplify a customer focused approach
- Demonstrated qualities of initiative and problem solving

Personal Attributes

- High degree of professional judgment, initiative, commitment and integrity
- Empathetic
- Flexible and responsive
- Friendly and approachable manner
- Strong self-motivation
- Innovative and solutions focused
- Qualification
- A relevant degree is desired

Essential requirement:

This position is classified as a core children's worker role and under the requirements of the Children's Act 2014, the incumbent will be subject to a police and identity check prior to appointment and every three years thereafter.

Waiaro | Be

Use this section for non-leadership role

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.