Position Description

Training and Development Specialist

Date	March 2026
Purpose of Position	To provide training and development services, advice, and support across Port Otago.
Reports to	Training and Development Lead
Key Relationships	• Frontline supervisors • Team Managers • External training providers including Apprentice programmes (if applicable) • Team Administrators • Team Workforce Planners • Team Trainers • Team Assessors • People Team • Safety Advisors • External Training Providers • Equipment, service, or software vendors (for the development of training and assessment packages if required) • Learning system providers
Qualifications & Experience	• Previous experience in a Training Specialist, Co-ordination or Advisor role • Proven organisational skills • Strong computer skills • Experience as an administrator for a Learning Management System and managing training records with a high level of accuracy • Experience with designing training materials and assessment tools • Strong interpersonal skills including the ability to build relationships and constructively influence end users • A self-stater who brings a proactive and flexible approach to their work • Well-developed oral, written, and interpersonal communication skills • Experience in coaching skills • Technical skills with the Articulate suite of eLearning

	design software, or similar • Experience conducting Training Needs Analyses, producing skills matrices and other competencies and training reports • An understanding of adult learning principles • Experience facilitating workshops/training is advantageous • Technical skills with design software such as the Adobe creative suite would be advantageous but not essential • Experience in high-risk industries is desirable • Adult learning qualification, or Workplace Trainer unit standard 27565 and Workplace Assessor unit standard 4098 or equivalent is desirable but not essential
Direct Reports	Nil

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation). • Report all incidents, injuries and near misses accurately and in a timely fashion. • Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm. • Participates in site inductions and on-going health and safety related training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow the "Take 5" personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs & alcohol.
Training and Development Coordination	• Conduct gap analyses and task analyses with Leaders/ Supervisors as required to determine new training needs. • Mentor, coach and develop Team Trainers and Team Assessors in all matters related to training and

	assessment best practice.
	• Maintain, review, and update role-based training needs analyses.
	• Work with Leaders/Supervisors to map future skills gaps and build succession plans.
	• Support leaders/supervisors to implement/maintain skills development plans.
	• Monitor the Port Otago Learning mailbox and respond to issues and enquiries.
	• Provide quality assurance of training delivery within teams and address training shortfalls where required.
	• Provide quality assurance of assessments, ensuring that Team Assessors are producing robust assessment outcomes based on rules of evidence as outlined in the Training and Development Framework.
	• Support users who may have issues with literacy and numeracy to access training and assessment materials (in line with the Reasonable Adjustment section in the Training and Development Framework).
	• Support apprentices and cadets where applicable and appropriate.
	• Respond to direct queries from leaders regarding the status of training and assessment for individuals or teams.
	• Other coordination activities as required.

Learning Management System	• Effectively utilise Port's Learning Management System (LMS) to:
	   • Enrol learners in required courses.
	   • Set up and/or develop effective reporting and alerts, which meets end user requirements.
	   • Buildcourses, curricula, observation checklists and skills bundles.
	   • Create Instructor Led Courses and sessions.
	   • Build, testing, and maintaining team analytics dashboards in LMS.
	   • Troubleshoot and escalating issues with the LMS.
	   • Provide coaching/training on using the LMS.
	 • Other LMS activities as required.

Instructional Design	• Consult with Subject Matter Experts to develop training resources and assessments for identified skills gaps. • Determine the most appropriate delivery methods for training e.g., eLearning module, Instructor Led session, in work training or a mixture of these. • Utilise adult learning principles in the design of training delivery. • Design and build training and assessments to meet Port

	Otago's Training and Development Framework. • Utilise the Articulate suite of software to create elearning modules to meet training needs. • Develop Instructor Led course materials that may be delivered in a classroom or via the Teams application as required.
Training and Development Delivery	• Facilitate Instructor Led sessions as required. • Facilitate Team Trainer and Team Assessor Development workshops. • Schedule external and internal training sessions, in consultation with the wider Training and Development team to optimise course utilisation. • Communicate and launch new LMS based courses as required. • Conduct formal competency assessments as required.
Personal Development	• Actively participate in Connect Conversations to identify goals, actions, and timelines. • Take responsibility for developing own personal plan in conjunction with your manager through Connect Conversations.
Team Contribution	• Develop open, honest, and respectful working relationships with all team members and members of the wider management group. • Promote a cohesive and inclusive team culture with colleagues. • Actively promote company policies of health and safety, quality, and environment. • Actively listen to other people's ideas and contribute positively to team activities. • Actively support the Port Otago Values through behaviour and leadership. • Build networks and positive lines of communication with Subject Matter Experts, Leaders and Training and Development service users across the business.

Key Performance Measures

Health & Safety	• All incidents, injuries & Near misses are reported promptly and accurately. • All hazards identified are reported immediately. • Follow policy and procedures to enable a culture of failing safely. • Self-report when there is a risk of impairment from fatigue, or drugs & alcohol.

	• Compliance with all PPE requirements and planned risk controls i.e., JSA. • Ensure any visitors or contractors have completed the online Health and Safety Induction and wear appropriate PPE.
Quality	• Accurate and value-adding annual Training Plans and weekly training and assessment plans. • High quality training and assessment packages delivered to teams and the broader business on time and to specification. • Adhere to the Training and Development Framework and use it to promote quality training and assessment processes and outcomes. • High degree of accuracy with data management in the LMS.
Customer Service	• Meets the agreed training and assessment objectives for team leaders on time and to specification. • Communicates with stakeholders clearly and manages expectations in a positive and professional way.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.