

# Kaitūhono Mahi Employment Consultant

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## Kaupapa | Purpose

- Contribute to the development and implementation of the Waikato Māori and Pasifika Trades Training (MPTT) Programme.
- Build effective relationships with MPTT students to ensure their labour market profile is suitable and sustainable.
- Build effective relationships with stakeholders to maximise apprenticeship and employment opportunities. This includes providing advice and assistance to businesses regarding workforce planning, training pathways and recruitment, providing post-placement support to graduates and employers, with a particular focus on securing and connecting students/graduates with vacancies.

**Reports to:** Māori and Pasifika Trade Training Manager

**Team:** Wintec

**Remuneration:** IEA Band 5 (\$77,500 to \$96,800)

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## Ngā mahi | Do

Employer Engagement

- Gathers and reports labour market intelligence, utilising relationships to understand labour characteristics, including trends, the current and future supply and demand environment, existing and potential growth opportunities and skills gaps, and business expansion issues facing employers.
- Shares labour market intelligence to internal and external stakeholders, assisting them to align their work with clients to labour market conditions.
- Leads the engagement with employers and the student relationships.
- Develops relationships with relevant industry employers for future student pathways.
- Promotes Wintec to industry and potential employers. Provides vacancy management services

for employers:

- assisting employers in the development and implementation of the advertising, promotion, and screening process.
- sourcing, screening, and referring suitable students that best meet the employer needs and promoting them to employers.
- ensuring the most effective use of support packages including Government wage subsidies, in work support and post placement support
- Identifies industry employers for work experience placements.
- Provides feedback from the employers to the students on work experience.
- Maintain Employer Database.

#### Work Placement/Employment Placement

- Leads the work experience placement for all MPTT students.
- Works with Schools/Centres to determine the needs of individual students on work placement.
- Arrange feedback sessions for students to receive feedback about work placement.
- Work with ITO's and Employers to determine potential employment opportunities.
- Monitor student work experience placements and provide feedback.
- Work with industry and Consortia Partners to secure post course employment for MPTT graduates, monitor the student's employment placement and provide feedback.
- Work with Wintec Tutors to determine what students display strong employment opportunities.
- Recommend to employers' potential candidates for employment opportunities.
- Travel to all work placements to view the students in their working environments.
- Work with relevant internal staff – academic/program/placement co-ordinators – to ensure relevant program requirements for placements are being met

#### Student Work Preparation

- Work with Kaiāwhina and relevant academic staff to prepare students for work placement and job opportunities. This involves one on one support and the delivery of work preparedness related workshops.

#### Post Placement Support

- Ensures post-placement support is provided to clients and employers, maintaining regular and

proactive contact to identify and resolve issues, identify changes in circumstances, and facilitate repeat employer business.

- Maintain a graduate employment database to track progress

#### Vacancy Management

- Provide a vacancy management service for employers.
- Sourcing, screening, and referring suitable students that best meet the employer needs and promoting them to employers.
- Utilise MPTT funding to strategically support training initiatives to fill employment opportunities.
- Strategically developing candidate specifications in conjunction with the employer to increase the chance of clients meeting expected standards.
- Where appropriate, connecting with Government and Community organisations to access further support such as wage subsidies

#### Marketing/Promotion

- Assist in the development of marketing collateral for the promotion of the programme.
- Collates relevant information that would provide useful in the marketing and promotion of the programme.
- Observes the industry marketing trends and tendencies and provides feedback to the Consortium on how to effectively Market the programme.
- Work with Student Recruitment Team to promote MPTT and Wintec – school promotional visits, participation in marketing and recruitment events

#### Planning/Report

- Provide Work Placement reports when required by Manager. Provide a plan for potential industry engagement opportunities.
- Provide individual reports for each work placement and work experience individual.
- Contribute to the Programme Quarterly Reports.

#### Cultural Support

- Ensure all actions are done with Māori and Pasifika cultural awareness.

## **Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

## **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

## **Other duties**

- Performs other duties as may be reasonably required from time to time

## **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

## Education, Training and Experience

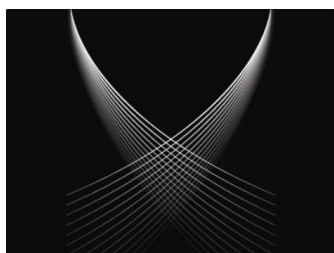
- A relevant diploma or degree in the area of Business or Relevant service sector or the equivalent in experience.
- At least 6 years' experience in working in a relationship development role.
- Able to exercise judgement in problem solving.
- Ability to be innovative, to question the status quo and to adapt to changing circumstances. Ability to use initiative.
- Highly developed interpersonal and relationship skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Experience working in Māori and/or Pacific communities.

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## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ORA describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

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## Ngā Hononga Mahi | Working relationships

### **Internal:**

Academic Staff, Team Managers, Team Leaders, Coordinators, Kaiawhina, marketing, student recruitment team, ākonga

### **External:**

Business, Industry, Community, ITOs, Government agencies, Whanau, training providers and institutions, schools, iwi and marae, community groups, providers and NGOs, local government, recruitment agencies, professional bodies, Waikato MPTT consortia and strategic partners

### **Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil