Work Placement Coordinator

Kaupapa | Purpose

•Build and maintain relationships with key industry partners, securing co-operative education placements opportunities for Animal Technology students.

•Co-ordinate and monitoring student placements in industry and resolve issues as they arise.

Reports to: Team Manager

Team: Wintec

Remuneration: IEA Band 4 ($67,800 to $84,700)

Ngā mahi | Do

- Develops and maintains excellent working relationships with key industry partners
- Existing industry partners and potential new industry partners are identified and relationships developed
- Database of industry contacts is developed and maintained
- Regular liaison with industry partners is undertaken, with communication records maintained
- Consults with industry partners to ascertain where potential placement opportunities exist
- Securing of potential placement opportunities for Animal Technology students
- Contract details between the students and placement partners are discussed, expectations agreed and all questions answered in relation to the placements
- Monitors the value of the placements and identifies opportunities for quality improvements

• Regular liaison with industry partners to identify areas for improvement by capturing these results in graph and report-based format to present to the team to initiate change
• Instigate changes alongside other staff members to ensure best possible outcomes for industry partners and students
• Monitors Animal Technology student placement hours and locations
• All students work placement will have an up to date Memorandum of Understanding (MOU) with Wintec
• All students will have up to date individual agreements
• All work placement dates/hours are recorded in a centralised system
• All students are provided class time for you to explain your role and the support and options you can provide them at each level- this includes professionalism and work readiness.
• Creating and monitoring rosters and timetables for students, communicating these with industry.
• Assisting students with work placement issues as needed
• Ensure students are completing number of hours required for the programme
• Coach students to approach and secure appropriate work placement within industry
• Facilitate resolutions between students and industry partners in a timely and sensitive fashion, preserving the mana of the parties and the relationship between the organisations
• Find and support students into the right placement for their needs and health requirements

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'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's 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

Education/training

• Relevant tertiary qualification in animal technology, Level 5 or higher

Experience

• Essential: 3 to 5 years of experience in veterinary nursing or animal care

• Typical knowledge, skills and attributes

• Able to exercise judgement in problem solving

• Ability to be innovative, to question the status quo and to adapt to changing circumstances

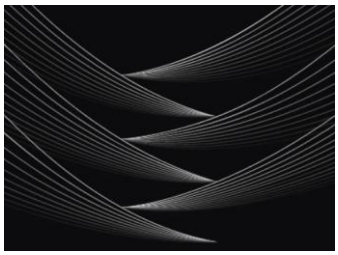
• Ability to use initiative

• Highly developed interpersonal and relationship skills

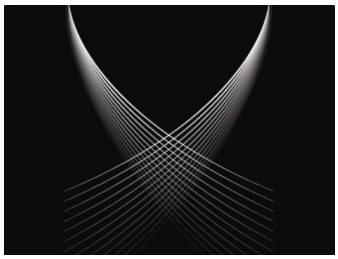
• Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes

• Tactful and resourceful communicator with a keen interest in building strong and trusted relationships

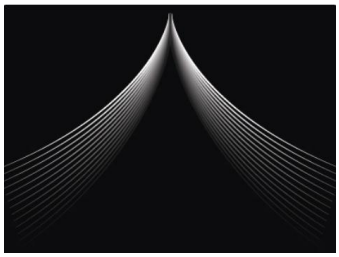
Wintec Values



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.

Ngā Hononga Mahi | Working relationships

Internal:

Team Managers/Team Leaders/Coordinators

External:

Business / Industry / Community / Ākonga / learners

Resource delegations and responsibilities:

Financial: Nil

People: Nil