

Training Coordinator

Business, Occupational Health and Safety & Management focus

In each and every appointment for employment at Tai Poutini Polytechnic, the “employer” is the Chief Executive of the institution.

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| Conditions of Service: | Allied Staff Collective Agreement or Individual Employment Agreement |
| Reporting to: | General Manager, Allied Trades, Auckland |
| Position Status: | Permanent, Full time |
| Remuneration: | Executive/Clerical Occupational Class Grade 5 to Grade 6 + Range: \$55,000 to \$70,000 subject to qualifications and experience |
| Functional Relationships: | Faculty staff nationally Programme Administrators Department Administrators Programme Leaders |
| Location | Auckland – Rainger House, Victoria St |

Position:

We are looking for an enthusiastic professional training coordinator to ensure the smooth and effective functioning of training events and special projects.

You will

1. Manage, design, develop, coordinate and manage large or small scale training programmes.
2. Build and maintain strong, long-lasting customer relationships.
3. Develop a trusted advisor relationship with key customer stakeholders and executive sponsors.
4. Be able to travel as needed.

We operate nationally and have a distributed operation. The appointee will have to be able to work effectively in such a distributed mode with people primarily located in Auckland, Hamilton, Wellington, Christchurch and the West Coast.

Responsibilities

1. Map out training plans, design and develop training programs (outsourced or in-house)
2. Choose appropriate training methods per case (simulations, mentoring, on the job training, mixed mode/distance etc)
3. Market available training opportunities to employees and provide necessary information
4. Conduct needs assessment and identify skills or knowledge gaps to be addressed
5. Use accepted education principles and track new training methods and techniques
6. Design and prepare educational aids and materials
7. Assess instructional effectiveness and summarise evaluation reports determining the impact of training on employee skills and how it affects KPIs
8. Partner with internal stakeholders and liaise with matter experts regarding instructional design
9. Select/contract staff for delivery
10. Maintain updated curriculum database and training records (hard and electronic)
11. Provide train-the-trainer sessions for subject matter experts
12. Manage and maintain in-house training facilities and equipment

Person Specification:

Essential:

- experience in coordinating training programmes, preferably in a corporate setting
- knowledge of instructional design theory and implementation
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern training methods and techniques
- Advanced organisational skills with the ability to handle multiple assignments
- Good written and oral communication skills
- Strong interpersonal skills
- Have an understanding of the New Zealand tertiary educational processes
- Proven superior administrative and organisational skills
- Good time management skills and multi tasking ability
- Adequate knowledge of learning management systems and web delivery tools
- Strong communication skills
- MS Office proficiency
- Level 5+ qualifications in relevant field.

Personal attributes:

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of our students, internal and external customers through maintaining standards of quality and accuracy. Is committed to a service ethic and to developing and sustaining productive relationships built on trust and mutual respect.
- **Drive for Results:** Has the desire to attain standards of excellence and do better. Can be counted on to meet goals and is consistently a high performer. Is very bottom line orientated and can effectively plan, organise and prioritise tasks and activities to meet agreed deadlines. Steadfastly pushes self and encourages others for quality results.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with suggests effective solutions. Has the ability to see the detail, set priorities, anticipate consequences and identify solutions. Looks beyond the obvious and doesn't stop at the first answers.
- **Enthusiasm and Initiative:** Openly contributes to and participates in debates for new initiatives and their implementation. Is seen as a co-operative and collaborative team player who can represent their own and Faculty / Division interests while still being fair and considerate of others. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action.
- **Organisational Awareness and Commitment:** Has the ability to understand both formal and informal structures and is willing to align behaviour with the needs, priorities and goals of the organisation, and to act in ways that promote organisational goals or meet organisational needs.
- **Personal Learning:** Knows personal strengths, weaknesses and limits. Picks up on the need to change personal and interpersonal behaviours quickly. Gains insights from mistakes of self and contributes effectively to balanced performance reviews and career discussions.

You will be backed by an organisation which specialises in work based education and training. We have the capability to develop and deliver programmes quickly using a range of delivery means.