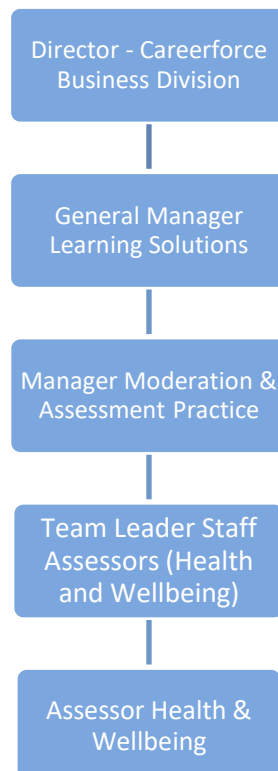


**Role:** *Assessor Health & Wellbeing*

<b>Department:</b>	Staff Assessors
<b>Reports to:</b>	Team Leader Staff Assessors (Health and Wellbeing)
<b>Reports:</b>	Nil
<b>Location:</b>	Flexible
<b>Grade:</b>	G14 ( <i>SP10 Strategic Pay Methodology</i> )
<b>Financial Delegation:</b>	Work within agreed and approved budget framework
<b>Date:</b>	September 2022



## About Careerforce

Careerforce is a business division of Te Pūkenga Work Based Learning Limited, a subsidiary of Te Pūkenga. We support employers across New Zealand to run workplace training programmes for the health, mental health, aged care, disability, social services, youth work, cleaning and pest management sectors. We provide quality accessible and flexible programmes that allow staff to achieve nationally recognised qualifications on the job.

## What you'll do

You will provide coaching, assessment feedback and assessment of Careerforce Health & Wellbeing Qualifications up to and including Level 5, and any other relevant support to trainees and workplaces to assist unit and programme completion. You will also provide support to other Careerforce business units as required.

### Activity: Assessment

Support the Careerforce business plans by completing timely assessment of identified trainees and apprentices.  
Enter assessment results within expected timeframes.  
Support trainees and apprentices to achieve high success rates.

### Performance Measures:

- Success rates are valid and meet post moderation standards and requirements.
- Assessment results are entered within agreed timeframes.
- Assessments are marked and responded to within agreed timeframes.

### Activity: Relationships

Form good working relationships with trainees, apprentices and employers.  
Provide Diploma trainees with supportive and constructive coaching to assist them in the completion of assessment.  
Provide trainees and apprentices with constructive, detailed and timely feedback (both oral and written) that enhances their continuing development and progress.  
Work with the Careerforce Apprenticeship Advisors (CAAs), Employer Services field staff and Moderation and Assessment Practice (MAP) team to provide the environment for a satisfying experience for the trainee / apprentice.

### Performance Measures:

- Effective relationships are formed and maintained.
- Feedback received from trainees and apprentices is positive.

### Activity: Quality

### Performance Measures:

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Provide feedback to Product Managers through the correct channels regarding the assessments contained in Careerforce qualifications.

- Constructive timely feedback is given.

Contribute to review and evaluation mechanisms to inform process and quality improvement opportunities.

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**Activity: Provide Support to the Wider Careerforce Business**

**Performance Measures:**

Provide support to the wider Careerforce team, and network across the teams to provide and receive sector intelligence.

- Effective collaboration is observed.

Provide assessment support to workplaces that don't have the capability to manage their own assessment.

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## Person specification

### Education / Qualifications / Training

A qualification relevant to Health and Wellbeing at or above Level 5.

Completion of unit standard 4098 is essential.

An ability to maintain registration requirements for being a Careerforce Assessor is essential.

An adult education qualification would be desirable.

Professional registration relevant to role would be desirable.

### Experience (*Essential*)

Experience and proficiency with standards-based assessment.

Experience with assessment within a workplace setting.

High levels of computer literacy, experienced and highly competent user of Microsoft Office Suite and databases.

### Experience (*Desirable*)

At least 3 years' experience with standards-based assessment.

Experience with assessment within a Health and Wellbeing setting.

### Skills

Strong initiative with a proactive and upbeat approach, along with excellent communication skills.

Ability to manage own time effectively and efficiently.

Proven ability to interpret, extract and analyse information.

Demonstrates a commitment to the principles of Te Tiriti o Waitangi.

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## Employee responsibilities

### Activity:

Contribute to Careerforce’s overall achievement of key strategic priorities, annual plan targets, compliance requirements and quality systems.

Identify risks and impacts, and identify, implement and review solutions within areas of responsibility.

Attend and participate in relevant meetings and training days and provide input and support to colleagues.

Prepare audience-appropriate communications.

Utilise resources effectively and efficiently.

Adhere to company policies and processes.

Contribute to projects as required.

### Performance Measures:

- All identified tasks/areas of responsibility are performed in an effective and pro-active manner.
- Evidence of contributions to meeting key strategic goals and annual targets to agreed standards and timeframes.
- Risk management plans and activities are developed and implemented.
- Evidence of pro-active contribution to supporting the purpose, values and culture.
- All relevant policies and processes are followed.
- Evidence of proactive contribution to projects.

## Attributes

### Client Focus

Dedicated to meeting the expectations and requirements of internal and external clients; committed to ascertaining clients’ needs, and continuously improving products and services to meet them; provides timely and accurate information to clients; establishes and maintains effective relationships with clients and gains their trust and respect.

### Change Agility

Flexible and adaptable to change; maintains effectiveness when experiencing changes in work tasks / environment; adjusts to work within new work structures, processes, requirements and cultures.

### Effective Communication

Clear and effective two-way communication with a wide range of people, and in all situations in order to explain, persuade, convince and influence others.

## Values (Kawa) and Behaviours (Tikanga)

### Kaitiakitanga - Upholding responsibilities

We are committed to our responsibilities, delivering on our purpose and enhancing the wellbeing of the communities we serve.

*We do this by:*

- Honouring our commitments – we do what we say we will do.
- Being determined, resilient and learning from our mistakes.
- Focusing on being better at everything we do.
- Behaving in a way that is culturally respectful.
- Recognising and celebrating our achievements.

### Manaakitanga – Honouring others and ourselves

We respect and care for each other and provide an environment where everyone can participate in a meaningful way.

*We do this by:*

- Appreciating one another's differences and demonstrating care and support.
- Respecting our individual wellbeing and mana.
- Taking action to develop meaningful working relationships, built on trust, respect and reciprocity.

### Kotahitanga – Connecting people

We come together to improve the health and wellbeing of New Zealanders.

*We do this by:*

- Working collaboratively as one – paddling our waka in the same direction.
- Being generous with our knowledge and skills.
- Supporting and helping each other, being clear and kind.
- Having a positive mindset and embracing camaraderie.

## Health and safety

Employees are expected to act responsibly and proactively as required by current health and safety legislation, and by:

- Identifying and reporting new hazards and incidents or accidents through Toi kupu.
- Undertaking health and safety training as required.
- Responding appropriately to emergency management and evacuations.

## Careerforce purpose

Enabling the workforce to enhance people's health and wellbeing.

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## Variation of duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list, as it is not the intention to limit in any way the scope or functions of this position. Duties and responsibilities may be amended from time to time in agreement with your manager or the CEO.

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