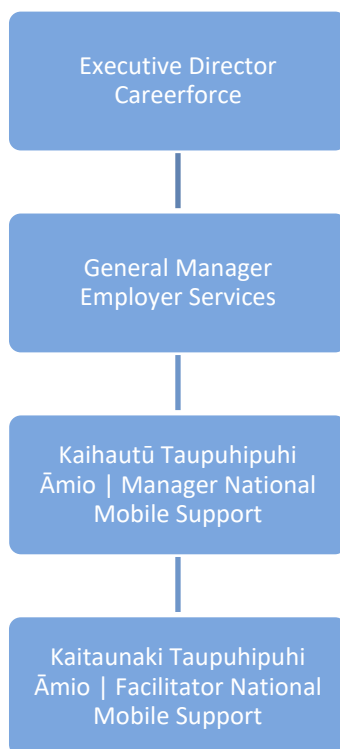


**Role:** *Kaitaunaki Taupuhipuhi Āmio | Facilitator National Mobile Support*

<b>Department:</b>	Taupuhipuhi Āmio   National Mobile Support
<b>Reports to:</b>	Kaihautū Taupuhipuhi Āmio   Manager National Mobile Support
<b>Reports:</b>	Nil
<b>Location:</b>	Flexible
<b>Grade:</b>	G15 ( <i>SP10 Job Evaluation Methodology</i> )
<b>Financial Delegation:</b>	As per delegations policy
<b>Date:</b>	August 2023



## About Careerforce

Careerforce is a business division of Te Pūkenga – NZ Institute of Skills and Technology. 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 be responsible for facilitating culturally appropriate events such as noho marae or wananga for trainees and apprentices across the motu. These events are intended to support Ōritetanga and enable Māori trainees and apprentices to achieve equitable outcomes by using settings and methods that value identity and culture.

### Activity: Noho / Wananga

Communicate with relevant field team members to confirm participants and focus for events.

Design, plan, and create clear methods and processes for events.

Facilitate face to face or online Noho and Wananga to support participants to complete assessments using instructional strategies and learning environments premised on he tirohanga māori – a Māori world view.

Make assessment decisions and / or recommendations to assessors about assessment decisions for participants.

Identify opportunities to create / support products e.g., sound bits, video segments with professional videographer.

Advise Careerforce field team members about strategies and methods to increase completion rates for trainees and apprentices.

Complete administration tasks relevant to the role.

### Performance Measures:

- Plans address the agreed needs and focus.
- Feedback from stakeholders indicate the events met or exceeded their expectations.
- Feedback from assessors and or moderators indicates that assessment decisions / recommendations are of required quality.
- Interactions with colleagues reflect organisational values.

### Activity: Relationship Management

### Performance Measures:

Contribute to working partnerships with iwi, hapu and employers in collaboration with local field team members.

- Interactions with partners reflect organisational values.

## Person specification

### Education / Qualifications / Training

An adult education and training qualification at Level 5, or relevant knowledge and skills is desirable.

Understanding of Unit Standard 4098 or 30421 (use standards to assess candidate performance) is desirable.

Current Careerforce registered assessor or completion of observer training is desirable.

### Experience (*Essential*)

At least three years of experience in a similar role.

Applied knowledge of kawa and tikanga.

Well-developed facilitation skills applied in a bicultural environment.

Experience in designing group learning education events that utilise theories, models and methods related to Māori pedagogy.

Strong understanding of, and ability to implement the practices of Te Tiriti o Waitangi.

Proven ability to build and maintain positive relationships and work constructively with others.

Understanding of best practice assessment.

### Experience (*Desirable*)

Conversational te reo māori.

Experience working with industry training and / or the education, health, or disability fields.

Knowledge of the role and functions of vocational education.

### Skills

High-level written and oral communication skills; ability to facilitate, present to and engage with groups, and to prepare formal documentation.

	<p>Proficient in the use of Microsoft Office products.</p> <p>Excellent planning and problem-solving skills.</p> <p>Understanding of and empathy with the challenges faced by workplace-based training and / or the health and disability, aged care, and social services sectors.</p> <p>Ability to make informed decisions independently.</p> <p>Able to work under pressure, meet deadlines, and prioritise workload.</p>
<b>Attributes</b>	<p>Uses communication approaches that are effective, appropriate and able to influence others.</p> <p>Commitment to ongoing improvement and high standards of customer service, and to developing and maintaining effective stakeholder relationships.</p> <p>Proven ability to self-start, motivate and communicate effectively with colleagues.</p> <p>Ability to take initiative and show flexibility and adaptability.</p>
<b>Is a Full, Clean NZ Driver Licence Required?</b>	Yes <input checked="" type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span>
<b>Is Police Vetting Required?</b>	Yes <input checked="" type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span> <p>A satisfactory Police Check is required for this role to comply with the Children's Act 2014. Periodic re-checking will be conducted.</p>
<b>Ministry of Justice Check:</b>	<p>A satisfactory Ministry of Justice check is required for all roles within Careerforce and is conducted upon acceptance of an offer of employment. Periodic re-checking may be conducted.</p>

## Relationships

<b>Internal</b>	Careerforce Apprenticeship Advisors
	Careerforce Workplace Advisors
	Learning Engagement Advisors
	Te Pūkenga Employees
<b>External</b>	Iwi
	Hapu
	Learners

## 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.

**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.