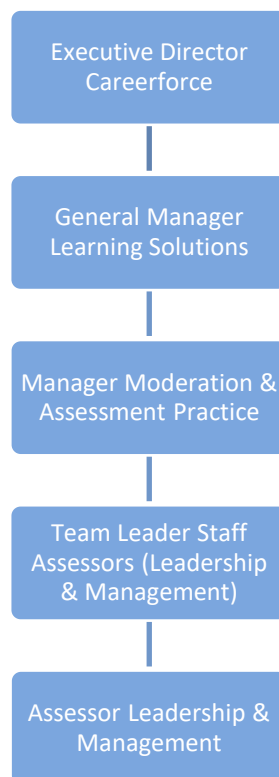


Role: *Assessor Leadership & Management*

Department:	Staff Assessors (Leadership & Management)
Reports to:	Team Leader Staff Assessors (Leadership & Management)
Reports:	Nil
Location:	Flexible
Grade:	G15
Financial Delegation:	Nil
Date:	September 2022



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

This role involves working with managers and leaders throughout New Zealand who are undertaking a Careerforce programme leading to the award of an NZQA qualification.

You will prepare trainees for assessment, conduct assessment, provide feedback, and complete post-assessment processes, primarily for Careerforce Business, Leadership and Management programmes at Level 5.

Activity: Assessment

Prepare trainees at the beginning of the programme for assessment.

Conduct and complete assessment as per agreed performance measures.

Enter trainee assessment results within expected timeframes.

Support trainees to achieve high success rates.

Performance Measures:

- An assessment plan is developed and trainees are supported as they begin the programme.
- All trainees achieve 10 credits within their first three months of starting and again within the first three months of the next calendar year.
- The assessment plan ensures that whenever possible the maximum credit achievement is not exceeded in a calendar year.
- Assessments meet moderation standards and requirements
- Assessments are marked and responded to within agreed timeframes and results entered within 5 working days of completing the assessment.

Activity: Relationships

Form good, working relationships with trainees and employers.

Effectively use technology to engage with trainees, their observers and attesters.

Provide trainees with constructive, detailed and timely feedback (both oral and written) that enhances their continuing development and progress.

Provide coaching support help the trainee gather evidence.

Work with the Careerforce workplace account manager to ensure relationships with the workplace are positive and collaborative.

Champion the programme and support enrolment and marketing activities as agreed.

Performance Measures:

- Work is performed to a high standard.

Activity: Quality

Participate in assessor forums and be proactive in providing advice on improving the programme's assessments (to the Product Manager) through the correct channels. Contribute to formal review and evaluation mechanisms to inform process and quality improvement opportunities.

Performance Measures:

- Advice is provided in a timely and appropriate manner.

Activity: Provide Support to the wider Careerforce Business

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

Performance Measures:

- Appropriate support is given when needed.

Person specification

Education / Qualifications / Training

Qualified at Level 6 or above.

Either hold a qualification relevant to Business / Leadership and Management at or above Level 6 or are able to demonstrate equivalent knowledge and skills.

Either hold or be prepared to gain 4098 unit standard or 30421, and maintain registration requirements for being a Careerforce Assessor.

Hold an adult education qualification or can demonstrate equivalent knowledge and skills.

Hold professional registration where relevant.

Experience (*Essential*)

Proven strategic business management experience in an organisation with multiple layers.

Experience (*Desirable*)

Experience and proficiency with standards-based assessment at Level 5.

Skills

High level of computer literacy in MS Office suite and databases.

Able to manage time effectively and meet targets and deadlines.

Proven ability to interpret, extract, and analyse information.

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

Attributes

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

Strong customer focus.

Able to work in a team environment.

Commitment to developing understanding of Te ao Māori.

Is a Full, Clean NZ Driver Licence Required?

Yes

No

Ministry of Justice Check:

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.

Relationships

Internal	All Careerforce employees National Moderators Employer Services Team Stakeholder Engagement Team
External	Employers Trainees

Employee responsibilities

Activity:	Performance Measures:
<p>Contribute to Careerforce’s overall achievement of key strategic priorities, annual plan targets, compliance requirements and quality systems.</p> <p>Identify risks and impacts, and identify, implement and review solutions within areas of responsibility.</p> <p>Attend and participate in relevant meetings and training days and provide input and support to colleagues.</p> <p>Prepare audience-appropriate communications.</p> <p>Utilise resources effectively and efficiently.</p> <p>Adhere to company policies and processes.</p> <p>Contribute to projects as required.</p>	<ul style="list-style-type: none"> ▪ 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	<p>We are committed to our responsibilities, delivering on our purpose and enhancing the wellbeing of the communities we serve.</p> <p><i>We do this by:</i></p> <ul style="list-style-type: none"> ▪ 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	<p>We respect and care for each other and provide an environment where everyone can participate in a meaningful way.</p> <p><i>We do this by:</i></p> <ul style="list-style-type: none"> ▪ 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.