
POSITION DESCRIPTION

Position title	Industry Standards Assessor (8)
Position location	National Office (Wellington)
Group	Qualifications
Reports to	Manager Assessment and Moderation

What We Do

- Promote career pathways to support a productive, sustainable and dynamic workforce
- Resource our industries for the future by collaborating on skill and workforce planning aspirations
- Meet our legislative responsibilities and exceed our stakeholder expectations.

Our Vision

- Enriching lives and inspiring futures

Our Values

Respect

- We trust and support each other and work for the good of our learners, employers and stakeholders.

Integrity

- We do what we say we will and we do what is right, not merely what is expected.

Ingenuity

- We are clever and resourceful.

Community

- We work together and get things done.

Ignition

- Together we enrich lives and inspire futures.

Position Purpose

The Qualifications Group plays an integral role in ensuring that MITO's functions as an accredited organisation are met and upheld. This requires a consistent and dedicated approach to ensuring best practice applications against programme development and maintenance, and all quality assurance functions, including all moderation activities.

The Industry Standards Assessor has primary responsibility for conducting assessment of MITO learners working towards qualifications through programmes that contain eLearning and integrated practical assessment packages. The Industry Standards Assessor is also responsible for ensuring that MITO's assessments are carried out according to best practice principles and comply with relevant statutory and regulatory requirements.

Key Result Areas

- Primarily responsible for conducting assessment of MITO learners working towards qualifications through programmes that contain eLearning and integrated practical assessment packages
- Ensures MITO assessments are carried out according to best practice principles and comply with relevant statutory and regulatory requirements
- Provides advice to MITO's Training Advisors, mentors and other individuals that support learners in the preparation of their portfolios for assessment purposes
- Provides advice on MITO's assessment materials to ensure that they are current, robust, fit for purpose, technologically sound and compliant with relevant statutory requirements
- Executes special projects as designated by the Manager Assessment and Moderation
- Contributes to cross-functional team and/or group projects and activities
- Contributes to the successful implementation of the annual business plan
- Complies with health and safety legislation and organisational policy
- Participates in, and contributes to, the maintenance and ongoing development of the health and safety programme
- Complies with the Education (Vocational Education and Training Reform) Amendment Act 2020, Education Act 1989 (as amended), Privacy Act 2020, NZQA requirements and other relevant statutory requirements
- Provides other support as required to ensure the smooth, effective and efficient operation of MITO.

Key Competencies

Networking / Facilitation

- Develops and maintains effective relationships and networks, both formally and informally
- Able to design and implement appropriate consultation processes.

Managing Self

- Adapts to change in priorities and accommodates new demands on time while meeting all work commitments
- Works effectively at both strategic and operational levels
- Is self-motivated and committed to seeking out opportunities to enhance own learning
- Self-directed and motivated to exceed expectations.

Commitment to Customers and Team Work

- Advocates the organisational perspective
- Exceeds expectations and delivers high levels of customer service, shares innovations and information with other team members
- Encourages co-operation and provides assistance to all team members.

Achievement Focus

- Able to focus on critical work priorities and modify priorities as circumstances change
- Thinks beyond current boundaries to develop significant improvements to MITO processes and procedures
- Uses sound judgement and acts responsibly in challenging situations.

Problem Solving

- Able to make effective decisions at an operational and strategic level
- Sees the wider implications and potential risks that are not obvious to others
- Able to investigate, analyse and collate information to develop informed viewpoints.

Respecting Diversity

- Has a positive attitude towards people of different cultures and backgrounds
- Knows the principles of the Treaty of Waitangi
- Is comfortable in situations involving tikanga Māori
- Makes MITO more responsive to and helps to create a multicultural environment.

Interpersonal

- Uses a range of techniques, based on the audience and situation, to communicate effectively
- Listens to others and makes an effort to put people at ease and establish rapport
- Able to influence groups of people with strongly held opinions or beliefs
- Excellent written and verbal communication skills.

Resilience

- Able to withstand pressure and remain committed to priorities
- Flexible, adaptable and responsive to change
- Manages stress with appropriate coping mechanisms.

Education and Experience

- Relevant tertiary qualification in the automotive sector
- Knowledge of the New Zealand Qualifications Framework, specifically related to industry training
- Previous experience in the educational sector conducting assessments
- Exposure to quality control systems
- Excellent analytical and report writing skills
- Excellent communication skills, both oral and written
- Advanced computer skills are essential – Windows environment
- Understanding of, and commitment to, the promotion of and adherence to health and safety practices.

Key Relationships

The Industry Standards Assessor reports to the Manager Assessment and Moderation. You will develop and maintain professional relationships with all MITO team members as well as effective and professional relationships with MITO's customers and other stakeholders, including suppliers, government agencies, and other relevant external organisations.

Delegated Authority

Subject to MITO's financial delegation policy.

Performance Criteria

In this role you will be expected to meet performance standards. These standards are consistent with the Key Result Areas and will be specified in an individual Performance Plan which will reflect your contribution to achieving MITO's objectives and performance measures.