
POSITION DESCRIPTION

Position title	National Moderation Advisor
Position location	National Office (Wellington)
Group	Qualifications
Reports to	Manager Quality and Assessment

Our Vision

- A future-ready, highly skilled workforce driving innovation and productivity across New Zealand's automotive, commercial road transport, logistics, extractives, mining, quarrying, drilling, and gas industries.

Our Mission

- To champion skills and workforce development by delivering innovative, high-quality vocational education that builds individual capability and business productivity across all MITO industries.

Our Values

Respect: We trust and support each other, working for the good of our learners, employers, and stakeholders.

Integrity: We do what we say we will and do what is right, not just what is expected.

Ignition: Together, we enrich lives and inspire futures.

Ingenuity: We are clever, resourceful, and solutions-focused.

Community: We work together to get things done.

Position Purpose

The Qualifications Group plays an integral role in ensuring that MITO's functions as an accredited training 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 National Moderation Advisor is responsible for the consistent application of MITO's moderation systems while championing quality, both internally and externally.

Key Result Areas

- Develops, implements and manages MITO's moderation activities in accordance with MITO's policies and procedures.
- Leads the development and implementation of annual moderation plans, ensuring MITO's assessment tools and assessor decisions are robust and reliable.
- Reviews MITO's policies and procedures for moderation on an ongoing basis.
- Applies best practice principles in all quality assurance applications.
- Analyses moderation outcome performance of MITO registered assessors and providers, identifying training and upskilling requirements on an ongoing basis.
- Works collaboratively with contracted education providers, contracted moderators, MITO registered assessors, and moderation panels to enhance quality assessment systems and ensure best practice moderation in line with MITO's requirements.
- Works collaboratively with Industry Skills Boards (ISBs) and NZQA regarding moderation and quality requirements.
- Collaborates with MITO assessment designers to ensure assessment tools are fit for purpose, incorporating designs that enhance both the learner and assessor experience and meet the needs of industry.
- Ensures MITO assessment tools are inclusive and responsive to the needs of all learners, including Māori, Pasifika, those with low prior achievement, and learners with disabilities.
- Champions quality, both within MITO and externally, to increase the level of understanding and commitment to quality.
- Development and management of professional internal and external relationships. Executes special projects as designated by the Manager Quality and Assessment.
- 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 and Training Act 2020, 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 Teamwork

- 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-depth knowledge of the New Zealand Qualifications and Credentials Framework, specifically related to industry training
- Substantive experience in moderating assessments that use NZQA assessment standards
- Experience in the education sector essential, specifically at the tertiary level
- Experience in designing, implementing and managing quality management systems
- Project management and relationship management experience
- Experience in policy development and implementation
- Exposure to MITO's industries desirable, but not essential
- Excellent analytical and report writing skills
- Excellent communication skills, both oral and written
- Intermediate computer skills are essential – Windows environment

- Understanding of, and commitment to, the promotion of and adherence to health and safety practices.

Key Relationships

The National Moderation Advisor reports to the Manager Quality and Assessment. 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.