
POSITION DESCRIPTION

Position title	Training Advisor (West Coast)
Position location	Regional
Group	Workforce Development
Reports to	Regional Manager

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 Workforce Development Group plays an integral role in developing workforce engagement strategies for national implementation, including the implementation and co-ordination of training support arrangements that will enable MITO to meet negotiated targets.

The Regional Services team has primary responsibility for the facilitation, co-ordination, implementation and management of MITO products and services to consistently high standards on a national basis.

The Training Advisor is responsible for promoting, implementing, co-ordinating and monitoring training arrangements that will enable MITO to meet negotiated targets and support workforce development strategies.

Key Result Areas

- Proactively manages and supports learners' credit achievement and qualification completion by regular monitoring of learners' progress and individual follow-up
- Effectively facilitates, co-ordinates, markets and manages MITO training opportunities and arrangements within a region according to standard operating procedures
- Develops and manages external regional industry networks and provides administrative support of such networks to contribute to the effective maintenance and targeted expansion of MITO's customer base
- Promotes MITO products and services to key target groups and provides quality customer services that support and add value to existing or potential customers
- Analyses, prepares and presents regional reports against negotiated outcomes for the region, including recommending any improvements
- Prepares ad hoc reports as required from time to time, including factual industry intelligence (e.g. customer feedback, etc)
- Contributes to cross-functional team and/or group projects and activities
- Contributes to the successful implementation of the annual business plan
- Participates in, and contributes to, the maintenance and ongoing development of the health and safety programme
- Complies with the Education and Training Act 2020 and amendments, 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.

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

- Effectively communicates with courtesy using tact and diplomacy
- 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 industry qualification
- In depth knowledge of the New Zealand Qualifications Framework and Industry Training Strategy
- Demonstrated experience in managing a portfolio of customers/clients, including the expansion of an existing customer base
- Experience in marketing, sales, promotional role is an advantage
- Excellent computer skills are essential – Windows environment
- Experience working in the industries represented by MITO or the education sector
- A drivers' licence is essential
- Understanding of, and commitment to, the promotion and adherence to health and safety practices within the workplace.

Key Relationships

The Training Advisor reports to the Regional Manager. You will develop and maintain professional relationships with all MITO team members as well as effective and professional relationships with MITO's customers, stakeholders, suppliers 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 the team's objectives and performance measures.