
POSITION DESCRIPTION

Position title	Training Solutions Co-ordinator
Position location	National Office (Wellington)
Group	Qualifications
Reports to	Manager Training Solutions

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 Training Solutions Co-ordinator is responsible for providing co-ordination, administration and support services for the development and maintenance of MITO's training solutions.

Key Result Areas

- Contributes to the planning and achievement of MITO's programme review and development plan including programme research surveys
- Supports the planning, workflow, implementation, reporting and administrative activities to support the maintenance of learning content.
- Supports the completion of ongoing programme review analyses including post-implementation reviews
- Supports the administration and functions of MITOs Industry Reference Groups (IRG)
- Supports the identification of expiring unit standards that affect MITO resources and programmes; the planning and updating of these resources; developing internal and external communications detailing required actions
- Supports the builds of qualifications and programmes in the MITO CRM ensuring current alignment with the New Zealand Qualifications and Credentials Framework
- Liaises with the programme development team to ensure new programmes and courses are created on MITO eLearning
- Supports the final functionality testing of MITO's eLearning courses and assessments
- Executes special projects as designated by the Manager Training Solutions
- Engages effectively with associated stakeholders, both internal and external
- Assists with continual improvement and ongoing enhancement of the Training Solutions Team systems and processes to ensure all relevant documents and records are current, accurate and meet agreed standards
- 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 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
- Able to create and maintain an environment that promotes open communication, teamwork, innovation and customer focus.

Managing Self

- Adapts to change in priorities and accommodates new demands on time while meeting all work commitments
- Is accurate, thorough and displays attention to detail
- Is self-motivated and committed to seeking out opportunities to enhance own learning
- Proactive, self-directed and motivated to exceed expectations

- Able to navigate conflicting priorities
- Able to manage a complex portfolio, ensuring priorities are set and agreed outcomes are achieved.

Commitment to Customers and Teamwork

- Exceeds expectations and delivers high levels of customer service
- Participates willingly and supports team decisions.

Achievement Focus

- Able to focus on critical work priorities and modify priorities as circumstances change
- Uses sound judgement and acts responsibly.

Problem Solving

- Applies policies and guidelines, uses common sense and learns from experience, to identify and solve problems
- Able to analyse data and draw logical conclusions
- Thinks things through logically and anticipates likely problems.

Respecting Diversity

- Has a positive attitude towards people of different cultures and backgrounds
- Knows the principles of the Treaty of Waitangi.

Interpersonal

- Able to communicate effectively across mediums (e.g. virtual, face-to-face etc.)
- Able to create clear concise documents in a timely manner

Resilience

- Confident in own abilities and able to work independently
- Able to withstand pressure and remain committed to priorities
- Manages stress with appropriate coping mechanisms.

Education and Experience

- Excellent organisational ability, with a consistent record of meeting deadlines and exceeding expectations
- Experience in developing and implementing administrative procedures
- Experience in multi-tasking and managing a diverse workload
- Research skills, including the analysis of data and preparation of reports
- Excellent communication skills, both oral and written
- Previous exposure to the New Zealand Qualifications and Credentials Framework is desirable
- An understanding of qualifications and unit standards is desirable
- Advanced computer skills – Windows environment
- Understanding of, and commitment to, the promotion of and adherence to health and safety practices.

Key Relationships

The Training Solutions Co-ordinator will report to the Manager Training Solutions. They 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.