
POSITION DESCRIPTION

Position title	Training Solutions Developer
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 Developer is responsible for the achievement of MITO's training solutions development and review objectives, ensuring that consultation and industry engagement underpins quality outcomes.

Key Result Areas

- Project manages the design, development and ongoing reviews of MITO training solutions that are fit for purpose and meet NZQA requirements
- Convenes, facilitates and documents Industry Reference Group (IRG) meetings
- Manages consultation processes for training solutions development and reviews
- Contributes to regular training solutions development progress reports
- Contributes to the development of business cases supporting the development of new training solutions, including for qualifications on the NZQCF, approved micro-credentials, and any other credentials that meet industry needs
- Analyses national and international trends in programme development methodologies on an ongoing basis
- Reports on changes that impact programmes, resources, industry and learners
- Effectively contributes to the achievement of MITO's programme review and development plan including programme research surveys
- Completes ongoing programme review analysis including post-implementation reviews
- Implements the findings from programme reviews ensuring that industry needs are reflected in their design
- Engages effectively with associated stakeholders, both internal and external
- 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 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

- Works effectively at both strategic and operational levels
- Able to manage a complex portfolio, ensuring priorities are set and agreed outcomes are achieved
- 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

- Thinks beyond current boundaries to develop significant improvements to MITO processes and procedures
- Works to get others working more efficiently and to improve team performance.

Problem Solving

- Able to analyse data and draw logical conclusions
- Able to make effective decisions at an operational and strategic level
- Able to analyse and solve multi-dimensional and complex problems
- 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

- Able to answer queries
- 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.

Education and Experience

- Previous experience working with competency-based assessment (preferably unit standards)
- Extensive project management experience
- In depth knowledge of the New Zealand Qualifications Framework, specifically related to work-based industry training
- Experience in facilitating or working with industry groups
- Expertise in managing extensive networks
- Research experience, including the analysis of data and preparation of reports
- Advanced computer skills are essential - Windows environment
- Experience with Microsoft Project is desirable
- Understanding of, and commitment to, the promotion and adherence to health and safety practices.

Key Relationships

The Training Solutions Developer reports 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, industry groups, 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 MITO's objectives and performance measures.