POSITION DESCRIPTION

Position title	Vocational Careers Advisor
Position location	Christchurch (remote working)
Group	Marketing and Communications
Reports to	Group Manager – Marketing and Communications

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 Marketing and Communications Group is responsible for developing and delivering MITO's marketing and communication strategies, brand and website management, public relations, events, stakeholder engagement, sponsorship, and internal communications that supports MITO's strategic objectives.

The Vocational Careers Advisor is responsible for the development and management of MITO's secondary school strategy with the key objective of increasing secondary school and student engagement with MITO and connecting students to employment and apprenticeships/training in the industries we serve. This is achieved through MITO's micro-credential programmes for secondary school students and through events that connect students to industry/employers. The

Vocational Careers Advisor works closely with the Workforce Development Group to co-ordinate regional initiatives and ensure all learner outcomes are achieved.

Key Result Areas

Implementation of MITO's national secondary school strategy

- Develop and maintain productive relationships with secondary schools
- Champion Gateway and other vocational pathway initiatives connecting students to MITO's workplaces
- Manage processes around agreements with schools
- Measure school, student, and employer satisfaction with MITO
- Proactively research alternative vocational initiatives to enhance MITO's strategies
- Monitor and report against strategies ensuring successful outcomes.

Drive school programme completions

- Develop and implement strategies to work with the Regional Managers and Training Advisors to drive and support school programme completions.

Promotional initiatives

- Plan and deliver series of nationwide secondary school bus tours, promoting MITO's industries to school students
- Work with the wider Marketing and Communications team to assist with the development of promotional materials and marketing communications for secondary schools and career expos
- Attend school career expos where possible, promoting our industries and school programmes to school students
- Seek opportunities to engage with CATE, promoting our industries and school programmes to careers advisors
- Ensure regular delivery of e-newsletter to school careers advisors.

Coordinate MITO Connect (job brokerage)

- Connect employers and jobseekers where possible, including support for Training Advisors' job brokering work
- Plan and deliver MITO Connect events to connect school students with industry
- Ensure all job brokerage activities are recorded.

Other

- Perform other duties and/or projects assigned by the Group Manager – Marketing and Communications or the Chief Executive
- Contribute to cross-functional team and/or group projects and activities
- Contribute to the successful implementation of the annual business plan
- Comply with health and safety legislation and organisational policy
- Participate in, and contribute to, the maintenance and ongoing development of the health and safety programme
- Comply with the Education and Training Act 2020 and amendments, Privacy Act 2020, NZQA requirements and other relevant statutory requirements
- Provide 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.

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
- Self-directed and motivated to exceed expectations.

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
- 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.

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

- Relevant tertiary qualification
- Experienced in developing, managing and delivering relationship and engagement strategies

- Experienced in working with secondary schools
- Experience of the industry training sector and/or the New Zealand Qualifications Framework
- Knowledge of vocational pathway programmes
- Experienced in providing excellent customer service and developing solutions to overcome obstacles where necessary
- Strong communication, interpersonal and relationship building skills
- Application of research and analytical methodologies essential
- Advanced computer skills are essential – Windows environment
- Experience in the education sector or the industries represented by MITO is an advantage
- Understanding of, and commitment to, the promotion and adherence to health and safety practices.

Key Relationships

The Vocational Careers Advisor reports to the Group Manager – Marketing and Communications, and works alongside other members of the Marketing and Communications Group, particularly the other Vocational Careers Advisor. You will also work closely with the Workforce Development and Qualifications Groups. 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

Not applicable.

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.