

Quality Assurance Advisor Position Description

Position Title.	Quality Assurance Advisor
Group	Ringa Hora Services Workforce Development Council
Reports to	Quality Assurance Manager
Location	Auckland, Wellington, Remote
Position type.	Permanent FTE

About the Workforce Development Council (WDC)

The creation of the six Workforce Development Councils (WDCs) under the Education and Training Act 2020, provides industry with greater leadership across vocational education and training. WDCs form an important part of the new vocational education system by ensuring industry has a stronger voice in making Aotearoa's workforce fit for today, and for the future. The WDCs take a lead in ensuring learners develop the skills they need to be ready for the world of work.

The WDCs take a forward, strategic view of the future skills needs of industries; set standards, develop qualifications and help shape the curriculum of vocational education; moderate assessments against industry standards and, where appropriate, set and moderate capstone assessments at the end of a qualification. They also provide advice to the Tertiary Education Commission on investment in vocational education and determine the appropriate mix of skills and training for the industries they cover.

The reforms are an opportunity to set up a new system that prioritises Māori succeeding as Māori and works with iwi and Māori to shift to more culturally responsive teaching and learning, where learners know they are valued. It is also a chance to make sure there is a much stronger voice for Māori businesses and iwi development.

The purpose of the Services Workforce Development Council is:

- to contribute to the creation of a sustainable, globally engaged and adaptive Aotearoa New Zealand (includes Aotearoa me Te Waipounamu and all territories);
- to contribute to an education system that provides opportunities for all people to reach their full potential and capabilities, including those who have been traditionally underserved by the education system;
- to contribute to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships;
- to support the transition to a low-emissions and climate resilient Aotearoa New Zealand;
- to plan, implement and support the responses to Aotearoa New Zealand's current and future workforce needs, taking into account:
 - new global challenges;
 - emerging technologies;
 - global sustainability goals;
 - the changing nature of work, and
 - the skills, knowledge and qualifications learners need in future to achieve success for themselves and their communities.

More information about the role of Workforce Development Councils can be found [here](#).

Diversity and Inclusion

We are a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff honour Te Tiriti and reflect the diversity of Aotearoa, New Zealand and the industries and people we work to support, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Position

The Quality Assurance Advisor undertakes moderation to determine whether outcomes have been met by undertaking external moderation activities with multiple providers, in accordance with the external moderation plan. This role has a focus on continuous improvement and working collaboratively with providers to monitor and evaluate assessment documentation and decisions to ensure that standards are applied validly and consistently to all learners.

Key Accountabilities

Industry Moderation

- Develop risk criteria to identify where the WDC should be focusing its external moderation activities
- Undertake pre-assessment moderation of provider assessment materials
- Undertake on-site moderation of provider assessments
- Undertake post-assessment moderation of provider assessments (desk-based or assessor forums)
- Update risk profiles to inform future moderation activity
- Provide specialist input into the development of moderation plans
- Engage with providers to agree action where an issue has been identified and work with the provider to monitor improvement and progress
- Evaluate consent to assess and programme applications from providers
- Contribute to ensuring that external moderation components of CMR documents are up-to-date and reflect any changes to the external moderation system

Te Tiriti o Waitangi

Ehara taku toa i te toa takitahi engari he toa takitini.

My strength is not one of a single warrior but that of many.

- Understands Te Tiriti o Waitangi and supports capability building across the WDC.
- Work with Te Tiriti o Waitangi partners to co-design functions and activities and influence, engage and embed initiatives across the system.
- Ensuring that the WDCs' work is informed and agreed by our partners and we meet their reporting requirements.
- Demonstrate how your work supports Māori Crown relationships.
- Influence positive behaviours within industries and employers to impact success for Māori in the VET system.

Compliance and reporting

- Report on the effectiveness of the WDC's external moderation system to NZQA

General

- Provide timely and quality advice and solutions as required by the WDC
- Ensure projects are managed and delivered to meet timelines and objectives

Skills, Knowledge and Experience

Skills

- Demonstrated knowledge of moderation and assessment standards and practices
- Understanding of moderation's use as a mechanism to support continuous improvement
- Demonstrated understanding of cultural norms in working with diverse groups
- Expertise in managing multiple stakeholders, clients, organisations and providers to facilitate industry outcomes.
- Highly developed communication skills to ensure a professional, positive, flexible and diplomatic approach to problem solving

Qualifications

- Workplace Assessor and/or Moderator qualification or industry experience

Experience

- Experience in the tertiary education and training sector, and knowledge of training delivery options
- Moderation and quality assurance experience which complements industry knowledge
- Industry specific knowledge to understand the current assessment subject matter
- Experience of working with NZQA and the New Zealand Qualifications Framework (NZQF)
- Extensive experience in interpreting the assessment requirements of unit standards
- Experience in engaging with a variety of stakeholders to extract information, synthesise, analyse and provide relevant and informative insights

Programmes/technology

- Advanced proficiency in MS office, excel and powerpoint

Role Requirements

- Must have a willingness to embrace the transformation that is required in the vocational education and training system (VET system), including:
 - o Honouring Te Tiriti o Waitangi
 - o Supporting Māori Crown relationships
 - o Ensuring that the VET system delivers for all learners
 - o Connecting industry, employers including iwi and Māori industry and employers with the VET system
 - o Connecting the WDC across the VET system
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Relationships

The Quality Assurance Advisor will maintain key relationships with

- Industry
- Education providers, Schools, Wānanga, Te Pūkenga, PTEs
- Unions
- Industry specific Iwi, Hapū and Māori business groups, national Māori organisations

Key government relationships including:

- Tertiary Education Commission
 - Ministry of Education
 - NZQA
 - Te Puni Kōkiri
 - Ministry of Pacific Peoples
 - Health and Disability Commission
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Delegations

The role is responsible for working within delegated authority levels

References

Legislation / Foundation documents:

- [Education and Training Act 2020](#)
- Te Tiriti o Waitangi