

Position Description



Position Title	Engagement and Qualifications Development Specialist
Reports to	Regional Engagement Manager
Location	Wellington / Auckland / Remote
Position Type	Fixed-term, Full-time until 30 June 2025
Date	2024

ABOUT WORKFORCE DEVELOPMENT COUNCILS (WDCs)

The WDCs were created under the Education and Training Act 2020 to provide industry with greater leadership across vocational education and training, by ensuring the voice of industry is represented in making the workforce of Aotearoa fit for today, and for the future. The WDCs take a strategic view of the future skills needs of industries, and partner with iwi and Māori specific industry sectors to set standards, develop qualifications and help shape the curriculum of vocational education and moderate assessments against industry standards. 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.

About TOITŪ TE WAIORA

Toitū te Waiora (Community, Health, Education, and Social Services) Workforce Development Council represents sectors including care services, youth services, disability services, education and educational support services, funeral services and mental health and addictions services. We also represent health services, public order safety, skin and nail therapy services, social services, and urban pest control.

We help to ensure the system prioritises Māori succeeding as Māori and enables iwi voice 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. Other priority groups that form part of the Tertiary Education Strategy are Pacific people and our Hakiha or disabled communities.

Toitū Te Waiora contributes to transforming workforce development across Aotearoa. Our role is to:

- use the industry voice to contribute to the creation of a sustainable, globally engaged, and responsive workforce across Aotearoa New Zealand.
- take a lead in ensuring learners develop the skills they need to be work ready.
- 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.
- contribute to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships.
- support the transition to a low-emissions and climate resilient Aotearoa New Zealand.
- plan, implement and support Aotearoa New Zealand's current and future workforce needs, by demonstrating a deep understanding of:
 - the skills, knowledge and qualifications learners need in the future to achieve success for themselves and their communities.
 - the changing nature of work.

- new global challenges; and
- emerging technologies.

More information about the role of Toitū te Waiora can be found at: www.toitutewaiora.nz

DIVERSITY AND INCLUSION

We are a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that our kaimahi honour Te Tiriti o Waitangi and reflect the diversity of Aotearoa New Zealand and the industries and people we work to support, and that the contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected. To better serve those who have been traditionally underserved by the education system, our workforce must reflect our priority groups – Māori, Pacific, and Disabled people.

POSITION OVERVIEW

This role is pivotal in fostering strong relationships with industry stakeholders while also leading the development and enhancement of qualifications that meet the current and future needs of our industry or sector partners. This role directly impacts the success of Toitū te Waiora and the workforces within its sector coverage.

KEY ACCOUNTABILITIES

Industry Engagement

- Initiate and maintain relationships with key industry representatives, including employers, businesses including pākihi māori, regional networks, regional school associations and principal forums, tertiary education providers and others aligned with Toitū te Waiora's engagement strategy and plans.
- Identify industry trends, challenges, and skills gaps and future skill requirements for graduates entering the workforce through ongoing dialogue and collaboration with stakeholders.
- Understand regional priorities and projects within Toitū te Waiora coverage and the workforce development or qualification development implications.
- Act as a liaison between our organisation and industry partners to ensure alignment of vocational qualification products with industry needs.
- Proactively communicate and share knowledge and learnings gained, with others in team and across the organisation as appropriate to support our advice products.
- Promote qualification products that are approved by NZQA and new to market to our regional partners including tertiary education providers.

Qualifications Development

Use your development expertise to:

- Lead the design, development, and enhancement of vocational education qualification products in collaboration with subject matter experts and educators.
- Understand and utilise research and analysis to understand industry standards, competencies, and regulatory requirements.
- Develop comprehensive and innovative qualifications and skills standards that are responsive to industry feedback, evolving trends, and workforce demand.
- Create supporting educational resources such as programme guidelines and exemplars for educators.

Project Management

- Manage projects related to qualification development from inception through implementation, ensuring timelines and quality standards are met.
- Prepare documentation, reports, and presentations on qualifications development progress, outcomes, and recommendations.
- Monitor and evaluate the effectiveness of qualifications and training initiatives through feedback mechanisms and performance metrics.

Advocacy and Promotion

- Serve as an advocate and spokesperson for our organisation in industry forums, conferences, and events.
- Promote our qualifications to industry stakeholders, education providers and partners through presentations, workshops, and marketing campaigns.
- Advocate for the value of industry-aligned education and promote partnerships between educational institutions and employers.

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.*

- Understand Te Tiriti o Waitangi and support 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.
- Ensure that our 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.

HEALTH, SAFETY AND WELLBEING

Be responsible for your own health, safety and wellbeing while not putting others at risk around you, participate in and comply with the requirements of the Health and Safety at Work Act 2015 and associated policies and procedures in place, including undertaking health, safety, and wellbeing activities such as induction and training.

SKILLS AND EXPERIENCE

Skills

- In-depth understanding of industry standards, educational frameworks, and regulatory requirements related to qualifications development.
- Knowledge of project management frameworks with the ability to plan, organize, and execute initiatives that enhance industry-education collaboration.
- Excellent interpersonal and communication skills to effectively engage with diverse stakeholders, convey information, build partnerships, and influence stakeholders at all levels.
- Excellent verbal and written communication skills to effectively collaborate with stakeholders and present complex information clearly.
- Strategic thinking and analytical skills to identify and understand industry need and translate into actionable qualification development strategies.

- Flexibility to adjust strategies and approaches based on evolving industry needs and educational trends.
- Flexibility to adapt to changing requirements and priorities in qualifications development.
- Meticulous attention to detail to ensure accuracy and compliance with NZQA rules and guidelines.

Experience

- Proven experience of reviewing and developing qualifications and assessment standards in a vocational education environment.
- Proven experience in industry engagement or partnership development, within the education or vocational training sector.

Qualifications

- A bachelor’s degree in education or related field or a minimum of 4 years relevant experience.

Technology

- Proficiency in MS office, including Outlook, Excel, PowerPoint, and Forms.
- Working knowledge of Microsoft Dynamics 365 (desirable).

ROLE REQUIREMENTS

Must have:

- a willingness to embrace the transformation that is required in the vocational education and trainingsystem (VET system), including:
 - Honouring Te Tiriti o Waitangi
 - Supporting Māori Crown relationships
 - Ensuring that the VET system delivers for all.
 - Connecting industry, employers including iwi and Māori industry and employers with the VET system
 - Connecting the WDC across the VET system.
- Flexibility to travel occasionally and work outside normal business hours as needed.

RELATIONSHIPS

The Qualifications Product Developer will maintain key relationships with:

- SLT, Managers, Project Leads, Project Teams and kaimahi in Toitū te Waioara
- NZQA
- Industry partners as required.

DELEGATIONS

Delegation authority	0
Direct reports	0
Budget	\$0

CONSIDERATIONS

Our sectors are subject to governmental change and as such the position descriptions are subject to change in consultation with you as the job holder.