



**Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei**  
**Honouring the Past; Inspiring the Future**

**POSITION DESCRIPTION**

<b>Job Title</b>	Training and Development Advisor - Kaitohutohu Whakangungu
<b>Directorate/Team</b>	Corporate Services (Policy, Strategy and Corporate Services)
<b>Report To</b>	Manager People Capability
<b>Role Purpose</b>	To develop, source and co-ordinate training to meet the needs of Heritage New Zealand Pouhere Taonga's strategic goals and its staff.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Corporate Services Team, all Heritage New Zealand staff.  External – Training providers, Professional Associations, Tertiary Institutions.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	To develop and implement a fit for purpose training programme for all permanent staff in the organisation.  To continue a training needs analysis for all staff in conjunction with the Manager People Capability and other managers as required.  Liaise with Managers and provide them with advice on training options available to meet the identified training needs.
Performance Accountability (2)	Source relevant and cost-effective training for staff from providers.  Prepare and deliver/ co-ordinate internal training e.g. induction programmes, organisation-wide training.  In conjunction with the Māori Heritage directorate promote and encourage staff to have an increased awareness of te reo and tikanga in their everyday work through targeted training programmes.  Assist with the preparation of training manuals and guidelines.  Maintain training records for all staff.
Performance Accountability (3)	Prepare induction packs for new staff. Support Managers with the induction process.  Plan and facilitate the Induction Programme for new staff.

	Monitor the programme to ensure it is fit for purpose, in conjunction with the Manager People Capability.
Performance Accountability (4)	Monitor performance management processes to ensure these are being undertaken and documented on personnel files for all staff.  Ensure that training needs are identified and training courses/conference attendance and on the job training opportunities are recorded in performance agreements.
Performance Accountability (5)	Maintain and update Health and Safety information and reporting.  Attend Health and Safety Committee meetings as the People Capability representative.  Provide assistance in other areas of the people/capability team to meet operational requirements.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).
Bi-cultural Responsiveness	Manages to ensure that the Treaty of Waitangi (Te Tiriti o Waitangi) and the vision for Māori Heritage (Tapuwae) are promoted.
Health and Safety	Ensures all requirements of health and safety are exceeded.
Organisational Policies and Procedures	Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.

### Person specification - Essential Competencies and Attributes

Organisational Management	Sets priorities and balances multiple tasks to meet commitments.  Delivers high standards of excellence and quality of performance.  Plans for contingencies to deal with unexpected events or setbacks.  Identifies and takes advantage of opportunities as they arise.  Looks for innovative ways to improve efficiency, stretch budget and save resources
Professionalism	Displays enthusiasm and commitment to the organisation and its strategic and business objectives.  Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.

	Provides all of the available information necessary for understanding and making effective decisions
Communication	<p>Communicates in a way that is open and articulate ensuring the message is clear and understood.</p> <p>Conveys an understanding of and responds appropriately to the comments and questions of others.</p> <p>Has a proactive and solution focussed approach.</p> <p>Has well-developed verbal and written communication skills.</p>
Relationship Management	<p>Fosters and exhibits a strong team spirit.</p> <p>Co-operates and works well with others in the pursuit of team goals; shares information; supports others.</p> <p>Has the ability to build relationships at all levels of the organisation.</p> <p>Works effectively with others from diverse backgrounds and experience.</p>
Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.

**In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:**

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

#### **Desired Qualifications and Professional Experiences**

Professional Experience and Credibility	<p>Proven results with at least 3 years' experience in a similar role</p> <p>Excellent communication skills.</p> <p>A high level of computer literacy and presentation skills.</p> <p>Strong interpersonal skills.</p> <p>Knowledge and understanding of te reo and tikanga in a bi-cultural workplace environment.</p>
A tertiary qualification	Desirable in a relevant discipline, such as education, human resources etc