



**POSITION DESCRIPTION: INDUSTRY TRAINING COORDINATOR,  
RUKUHIA TE MAHI**

**POSITION TITLE**

**INDUSTRY TRAINING COORDINATOR – Rukuhia te Mahi**

**LOCATION**

Whakatane

**REPORTS TO**

Te Pou Manukura o Rukuhia te Mahi

**PURPOSE OF POSITION**

- The Industry Training Coordinator / Trainer supports Whānau through training programs to achieve prosperity by providing pathways into employment to whānau who are currently on Te Tohu O Te Ora O Ngati Awa Social and Health Services Data Base
- This role ensures high-quality service and alignment with the goals of our iwi health and social organisation alongside the EBOP Iwi Alliance providers.
- Communicate with industry partners to schedule and co-ordinate work placement for each taurira enrolled in the “Work Ready” Pre-trades training programs.
- Identify training needs and create customized workforce development programs to provide innovative and creative opportunities and solutions.
- Improving service delivery processes to support training and employment outcomes of our whānau.
- The role requires a strong understanding and application of a Te Ao Maori lens and Te Pou Mataaho principles, focusing on uplifting whānau out of poverty and into prosperity through training, employment and housing creating financial sustainability, long term career pathways and independence.
- To promote and support Rukuhia Te Mahi Work Connect.

**VISION**

**Te Pou Mataaho** – the achievement of optimum health and wellness for clients we work with and their whanau, hapū and Iwi.

**MISSION**

To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.

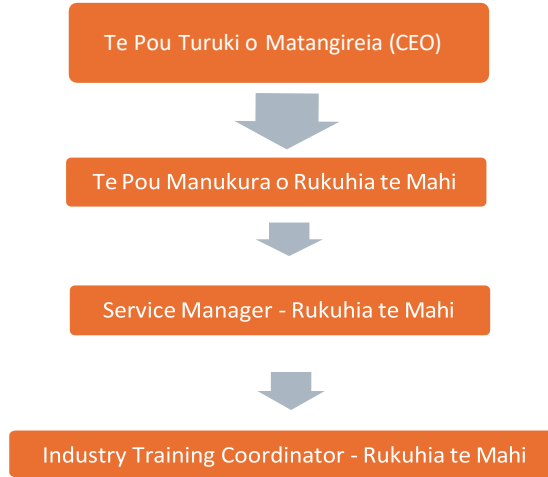
**VALUES**

**Tika** – working with integrity

**Whakapono** – working toward the vision/genuine intent

**Aroha** – compassion and regard for others

## REPORTING STRUCTURE



## DIRECT REPORTS

- Training Specialist and Kaiako
- Administration
- Quality Assurance Officer – Accreditation Providers

## RELATIONSHIPS

### Internal

- CEO
- Executive and Service Managers
- NASH Employees
- NASH Trustees
- Ngāti Awa Uri and Marae

### External

- Clients and/or whānau
- Government Agencies
- Training and Education Agencies
- Community and Tertiary Providers
- Iwi and Māori Health and Social Service Providers

KEY ACCOUNTABILITY	PERFORMANCE GOALS
Program Delivery	<ul style="list-style-type: none"> <li>• Implement and apply the vision and strategic direction of Te Tohu o Te Ora o Ngāti Awa.</li> <li>• Drive the implementation of Te Pou Mataaho across cohorts</li> <li>• Co-deliver the pre-trades training program with a focus on Kaupapa maori values</li> <li>• Integrate Maori Values into the curriculum</li> <li>• Increased engagement and cultural understanding</li> </ul>



	<ul style="list-style-type: none"><li>• Facilitate learning areas aligned with Level 1 and 2 NZQA BCITO Unit Standards</li><li>• Ensure materials meet NZQA and BCITO requirements</li><li>• Achievement of performance targets and improved competencies</li><li>• Motivate and inspire tauira to achieve their goals and realise their potential</li><li>• Create a supportive environment and use motivational techniques</li><li>• Increased self-confidence, retention and completion rates</li></ul>
Work Placement Coordination	<ul style="list-style-type: none"><li>• Schedule and manage placements for tauira with industry partners in construction, civil works, building maintenance and horticulture</li><li>• Efficiently coordinate and schedule work placements that align with tauira's training and career goals.</li><li>• Ensure placements provide meaningful, hands-on experience in relevant industries.</li><li>• Successful placement of all tauira in appropriate industry roles.</li><li>• Positive feedback from both tauira and industry partners regarding the relevance and quality of the placements.</li><li>• Establish and nurture long-term partnerships with key industry players</li><li>• Regularly communicate with partners to understand their needs and expectations.</li><li>• Deliver high-quality employment and training program services</li><li>• Achieve high satisfaction rates from partners, leading to ongoing and new placement opportunities for Tauira</li><li>• High satisfaction rates from industry partners, leading to ongoing and new placement opportunities for tauira.</li></ul>



Planning	<ul style="list-style-type: none"><li>• Program development - Design and implement a comprehensive training program that meets industry standards and addresses the needs of taura.</li><li>• Incorporate innovative teaching methods and up-to-date industry practices.</li><li>• A well-structured and effective training program that receives positive feedback from taura and industry partners.</li><li>• Improvements and learnings from previous cohorts through reflection, feedback and evaluations</li><li>• Regularly collect and analyze feedback from taura and instructors.</li><li>• Conduct thorough evaluations of each cohort to identify areas for improvement.</li><li>• Implementation of actionable improvements based on feedback and evaluations.</li><li>• Enhanced program quality and increased satisfaction among future cohorts.</li><li>• Provide clear guidance and support to the team to ensure the timely completion of tasks.</li><li>• High team productivity and adherence to project timelines.</li><li>• Efficient task management leads to successful program delivery.</li></ul>
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Support for Taura	<ul style="list-style-type: none"><li>• Provide guidance and support to taura throughout their training and work placement journey</li><li>• Offer consistent and personalized support to help taura navigate their training and work placements</li><li>• Address any challenges or concerns promptly to ensure a smooth learning experience</li><li>• High levels of satisfaction and confidence among taura.</li><li>• Successful completion of training and work placements by all taura.</li><li>• Promote and Intergrate Ngāti Awatanga and cultural development, encouraging pride in Māori identity</li><li>• Increased cultural pride and identity among taura.</li><li>• A learning environment that respects and celebrates Māori culture</li><li>• Maintain accurate and up-to-date records of taura progress and achievements</li><li>• Ensure all administrative tasks are completed efficiently and within set deadlines</li><li>• Smooth administrative processes that support the overall training program</li></ul>
Training and Recruitment	<ul style="list-style-type: none"><li>• Support and implement internal workforce development training through regular liaison with managers and Industry Partners</li><li>• Training program:<ul style="list-style-type: none"><li>○ Evaluate pre-test with team before engaging with potential trainees</li><li>○ Oversee interviews with potential trainees</li><li>○ Ensure all documentation is completed and filed</li></ul></li></ul>
Administrative Duties	<ul style="list-style-type: none"><li>• Utilise Microsoft Office Suite and email for efficient communication and record-keeping</li></ul>



	<ul style="list-style-type: none"><li>• Proficiently use Microsoft Office tools (Word, Excel, Outlook) to manage communications and documentation.</li><li>• Ensure timely and clear communication with all stakeholders.</li><li>• Efficient and organized communication channels.</li><li>• Accurate and accessible records that support smooth operations.</li><li>• Maintain accurate records of taura attendance, achievements, and work placement outcomes.</li><li>• Keep detailed and up-to-date records of all taura activities and achievements.</li><li>• Easy retrieval of information for reporting and evaluation purposes.</li><li>• Ensure all program and reporting requirements are met with an excellent eye for detail</li><li>• Adhere to all program guidelines and reporting deadlines.</li><li>• Review all documents and reports thoroughly to ensure accuracy and completeness.</li><li>• High-quality reports and documentation that meet all requirements.</li><li>• Minimal errors and omissions in administrative tasks</li></ul>
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Team Collaboration	<ul style="list-style-type: none"><li>• Work collaboratively with team members to achieve organisational goals</li><li>• Foster a cooperative and inclusive team environment.</li><li>• Ensure alignment of individual tasks with overall organisational objectives.</li><li>• Promote open communication and knowledge sharing among team members.</li><li>• Support and uplift colleagues in alignment with team values and objectives</li><li>• Increased efficiency and productivity through effective teamwork.</li><li>• Achievement of project milestones and organisational targets</li><li>• Enhanced problem-solving and innovation due to diverse perspectives.</li></ul>
Process Improvement	<ul style="list-style-type: none"><li>• Identify areas for improvement in service delivery processes</li><li>• Implement effective service delivery and training process improvements</li><li>• Increase operations efficiency and effectiveness</li></ul>



Health and Safety	<ul style="list-style-type: none"><li>• Promotes a safe working environment</li><li>• Maintain a Safe and Healthy working environment.</li><li>• Compliance with Health and Safety at Work Act 2015</li><li>• Report all accidents, incidents, near misses and hazards in accordance with the organisation's procedures</li></ul>
Compliance	<ul style="list-style-type: none"><li>• Ensure all services are delivered in compliance with relevant laws, regulations, and company policies</li><li>• Maintain full compliance with laws, regulations and policies</li><li>• Avoid any compliance related issues or penalties</li></ul>
Cultural Competency	<ul style="list-style-type: none"><li>• Ngati Awa Tikanga - It is important for us to be guided by Ngati Awa Tikanga and values, Whanaungatanga, Manaakitanga, Kotahitanga, Rangatiratanga, Wairuatanga, Orangatanga and Matauranga.</li><li>• Promote and implement Te Pou Mataaho principles to achieve optimum health and wellbeing</li><li>• Increased employment and housing opportunities</li><li>• Focus on uplifting whānau out of poverty and into prosperity through training, employment and housing</li><li>• Enhanced financial sustainability and independence for whānau</li></ul>
Quality Standards	<ul style="list-style-type: none"><li>• Know and practice health and safety policy and procedures</li><li>• Adhere to accident/incident reporting system</li><li>• Uses all equipment correctly and with proper care and attention, observing education and instruction given</li></ul>



	<ul style="list-style-type: none"><li>• Know and practice relevant workplace quality standards subject to audit</li></ul>
Relationships	<ul style="list-style-type: none"><li>• Establish and maintain key relationships with key Industry Partners</li><li>• Attends local forums/hui which build on our network and add value to our work with whānau</li><li>• Provides information on our services to other agencies and organisations and promotes our services within the wider community</li><li>• Provides information from forums/hui and connections to staff where appropriate</li><li>• Implements a collaborative approach to service delivery</li></ul>
Safe working environment	<ul style="list-style-type: none"><li>• Ensure appropriate system and processes are in place and being implemented</li><li>• Ensure that a safe working environment is maintained for staff and manuhiri by:<ul style="list-style-type: none"><li>○ Reporting any hazards</li><li>○ Reporting any accidents or near misses that occur,</li><li>○ Adhering to safety standards and processes aimed at preventing harm</li><li>○ Participate in health and safety programmes as required</li></ul></li></ul>



## PERSON SPECIFICATION

### Essential

- Experience working in workforce development, education and training
- Previous management experience
- Clean New Zealand Driver's License
- Must be a qualified tradesperson.
- Organised with experience in Microsoft Office products and record-keeping.
- Confident in delivering Level 1 and 2 NZQA and BCITO Unit Standards.
- Excellent communicator who can inspire and motivate taura.
- Ensures accuracy in all tasks with a focus on meeting deadlines.
- Works well in a collaborative environment and supports team members.
- Maintains a professional and tidy appearance.
- Excellent written and oral communication
- Able to manage relationships at all levels of the organisation, with whānau and key stakeholders
- Provide comprehensive support to taura during work placements, on-job training, and employment, serving as the primary contact for follow-up and pastoral care in collaboration with the Rukuhia Team.
- Good planning skills and experience

### Desirable

- Kōrero Te Reo Māori
- Solution focused
- Knowledge of Ngāti Awatanga
- Negotiation, advocacy and facilitation skills

## VARIANCE

The accountabilities and responsibilities in this document may vary from time to time according to the external environment, the needs of Te Tohu O Te Ora O Ngāti Awa and the needs and expectations of clients and/or Stakeholders



TE TOHU O TE ORA O  
**NGĀTI AWA**

By signing below, you acknowledge and agree to the roles and responsibilities of the position and that at times there may be variances to this.

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**Employee**

**Date**

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**On behalf of Te Tohu o Te Ora o Ngāti Awa**

**Date**