



Position Description

Training Co-ordinator

Directorate:	Capability Directorate
Position purpose:	The Training Co-ordinator supports the Operational Training team to develop and deliver the operational training programme to build NZSIS capability.
Directorate overview:	The Capability Directorate is responsible for implementing the NZSIS operational strategy and providing input into the development of NZSIS strategy (with specific focus on operational strategy). It delivers business and capability development to the NZSIS, with accountability for ensuring our investment in technology and other capabilities is prioritised to deliver our strategic outcomes and ensure we 'stay ahead of the curve'. It will develop and implement a capability management framework for the NZSIS and ensure there is effective co-ordination of operational change initiatives across the NZIC as well as project management of significant capability development initiatives. The Directorate will be responsible for the NZSIS knowledge management and information technology functions.
Staff management:	Nil
Financial authorities:	Nil
Remuneration indicator:	Band E
Date evaluated:	May 2017

NZSIS mission and values

Our mission

Keeping New Zealand and New Zealanders safe and secure

Our values

Collaborative, Courageous, Positive, Driven, Self-aware

Functional relationships

External contacts:

- Counterparts within the wider New Zealand Intelligence Community and central government agencies,
- Other partner intelligence agencies and law enforcement organisations as required
- External providers as required

Internal contacts:

- Training Developer
- Training Delivery Advisors
- NZSIS managers and staff

Objectives

The position of Training Coordinator encompasses the following major functions or objectives:

- Co-ordination of the NZSIS operational training work programme
- Contributing to the reporting on the outcomes of the annual operational training programme
- Relationship management
- Health, safety and wellbeing
- Risk management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:

Co-ordination of the NZSIS operational training work programme/ framework

Reporting

Relationship management

Health, safety and wellbeing

Jobholder is successful when:

- Annual operational training programme is approved.
- Trainers are well supported – production of training material, logistics for all programmes meets expectations.
- Training materials remain current and relevant and are produced in a consistent way.
- Input into operational training reports is well co-ordinated including data and trend analysis.
- Course validation has been completed after each programme.
- Reporting documentation is maintained and filed.
- The NZSIS Learning Management System (LMS) is up to date.
- The manager is supported to deliver and monitor the operational training budget.
- Effective working relationships are developed with course attendees and instructors.
- Visitors and role players are aware of their responsibilities and duties.
- The manager is well supported to negotiate with external providers as required.
- Health and safety (of self) is practiced by:
 - Working safely and take responsibility for keeping self and colleagues free from harm.
 - Reporting all incidents and hazards promptly.

- Knowing what to do in the event of an emergency.
- Cooperating in implementing return to work plans.

Risk management

- All activities take account of security, operational and organisation reputational risk and these risks are managed to approved standards and escalated to management where appropriate.
- All operational activities are consistent with NZSIS legally mandated role and functions.

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning.

Qualifications

Essential:

Desirable:

- A relevant tertiary qualification

Knowledge/experience

Essential:

Desirable:

- Proficiency in Microsoft Office including Word, Excel, PowerPoint, Visio and Project.
- Substantial previous experience in a corporate coordination support role.
- Experience in co-ordinating projects.

Personal attributes

- Ability to build and maintain effective and productive working relationships.
- Self-motivated, innovative and possessing enthusiasm and drive.
- Effective organisational and self-management skills, including responsiveness to instructions and management of workload demands, including managing changing and competing priorities in a high tempo environment.
- Excellent judgment.
- Excellent interpersonal skills with an ability to liaise with a diverse range of people at all levels of an organisation.
- High levels of integrity and ethics.
- An ability to work under pressure to meet tight deadlines.
- A high level of accuracy and attention to detail.

- Highly effective oral and written communication skills.
- Proven ability to work independently, using sound judgement.
- Proven ability to work collectively as a member of a high performing and successful team.
- Flexibility, ability and willingness to work after hours, and travel when required.
- Current driver's licence.

Changes to position description

Positions in the NZSIS may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

Health and safety

NZSIS is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the current Health and Safety legislation by taking all practicable steps to ensure:

- a. The employee's safety while at work; and
- b. That no action or inaction of the employee while at work causes harm to any other person.

Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to NZSIS record keeping policy, standards, and procedures.

Employee: _____

Date: _____

Manager: _____

Date: _____