



New Zealand Intelligence Community

Te Rōpū Pārongo Tārehu o Aotearoa

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Position Description

Training Developer

Directorate:	Capability Directorate
Position purpose:	The Training Developer designs, develops and assesses the effectiveness of a range of operational training programmes that build effective capability across all NZSIS.
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 H
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

Internal contacts:

- Operational managers and staff across the wider NZSIS
 - Other NZSIS staff as appropriate
 - P&C team members
 - GCSB staff as appropriate
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Objectives

The Training Developer is responsible for the following functions and objectives:

- The design, development and assessment of NZSIS operational training programmes
- Relationship management with client Directorates
- Course assessment and critical review and reflection
- Health, safety and wellbeing
- Risk management

The requirements in the above objectives are broadly identified below:

Jobholder is accountable for:	Jobholder is successful when:
<p>Design, development and assessment of operational training programmes</p>	<ul style="list-style-type: none"> • Operational training programmes are developed, prioritised, and delivered to meet NZSIS operational capability developmental requirements. • Courses incorporate proven and progressive instructional and testing and evaluation methods. • Management plans for each course are well documented, operationalised (standardised and repeatable), enhanced and maintained, including testing and assessment standards. • The ability to lead planning and implementation of all training programmes is demonstrated. • Innovative solutions are developed to advance training delivery and/or meet new requirements. • Training modules reflect current job-related tasks and are an exemplar of best practice. • A course review programme is established. • Formal assessment as to the effectiveness of implemented solutions is conducted. • Expert advice and facilitation provided in respect of the development of specific course content. • Identify and promote continuous improvement opportunities in operational training programmes.

Relationship Management	<ul style="list-style-type: none"> • Effective working relationships with client Directorates (including subject matter experts) produce effective training solutions. • Effective relationships with external stakeholders (including overseas counterparts) support the implementation of operational training programmes.
Course assessment and critical review and reflection	<ul style="list-style-type: none"> • Internal and external validation processes for reflective learning are established.
Health, safety and wellbeing	<ul style="list-style-type: none"> • Health and safety (of self) is practiced by: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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:

- A qualification in adult learning, or equivalent experience in an adult learning environment

Desirable:

Knowledge/experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Significant practical experience of instructional design practices for adult learning. • Experience in the design and delivery of modular course material. • Proven experience in a Training Development role in a systems approach to training environment. • Excellent writing skills with the ability to tailor the message to a range of audiences to ensure understanding. 	<ul style="list-style-type: none"> • Experience in project co-ordination and planning. • Experience in the development of learning frameworks. • Experience working in relevant functional areas.

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.
- Excellent judgment and sound decision-making skills.
- Excellent interpersonal and relationship management skills, with the proven ability to interact with a diverse range of people at all levels within an organisation.
- High levels of integrity and ethics.
- Excellent planning and organisational skills; and the ability to prioritise tasks to meet tight deadlines and effectively manage changing priorities.
- Highly effective oral and written communication skills.
- A high level of accuracy and attention to detail.
- Ability and willingness to work after hours and/or travel, when required.
- Proven ability to work collectively as a member of a high performing and successful team.

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: _____