Confirmed Role Outline	Capability Coach
Kaimahi FTE	3.0 FTE
Location	Takiwā (Te Ihu, Te Waenga, Te Kei)
Reporting to	Aukaha Kiriwhanake, Takiwā
Number of Direct Reports	0
Indicative Salary Grade	AL8 (Salary range: $64,688 - $80,860 - $97,032)
Role Overview	The role of Capability Coach focuses on increasing kaimahi, manager and Kaiako capability and is responsible for delivery of training and development programme initiatives and coaching/supporting to increase individual and collective capability and drive education excellence through increased competency.
Key Deliverables	**Capability and Leadership** • Complete Takiwā individual needs analysis to support design of learning solutions • Provide input into the design of learning solutions to suit delivery and kaimahi, managers and Kaiako learning requirements • Coach kaimahi on use of assessment tools to support recruitment of kaimahi, managers and Kaiako identifying minimum qualifications and capability during pre-appointment stages aligned to role requirements • Provide input into design leadership capability programmes where learning gaps have been identified to support the employment lifecycle; to ensure all kaimahi and Kaiako receive the development and support to enable them in the delivery of their roles • Deliver leadership and capability programmes and work in partnership with stakeholders to coordinate delivery of kaimahi and Kaiako capability and leadership learning modules (ie Kaimahi Ora, Te Paepaeroa) • Delivery of range of capability programmes supporting Kaiako, managers and kaimahi including one-on-one coaching, coordinating and delivery workshops, and the delivery of learning events and national training • Deploy capability programmes through instructional technology and products (e.g. programmes, modules, resources, web-based aids) and electronic support systems for specific technology-based learning • Manage delivery of Capability Programmes on time and within budget. • Manage contractors and trainers as required • Development tools to measure and evaluate programme delivery to assess levels of capability and effectiveness of capability and leadership programmes • Kaiako, managers and kaimahi feel supported and report increased connections, capability and confidence in accordance with the desired learning and capability outcomes

Programme Delivery Head Office

- Co-ordinate and deliver range of capability programmes supporting Kaiako, managers and kaimahi including one-on-one coaching and coordinating and delivering workshops, learning events and national training
- Deploy capability programmes through instructional technology and products (e.g. programmes, modules, resources, web-based aids) and electronic support systems for specific technology-based learning

Qualifications and Standards

- Organisational impact analysis of kaimahi and Kaiako capability
- Learning and development post-course evaluation
- Identification and recommendation of OD budget spend to leadership development and capability improvement activities to support achievement of minimum qualifications and standards
- Qualifications and standards needs analysis and intervention management (as required)
- Support for the Lead with national reports measuring the effectiveness of OD activity, budget expenditure and achievement of minimum qualifications and standards

Analysis and reporting

- In partnership with the OD team and business stakeholders provide analysis of workforce qualifications and capability (ie charts and planning data)
- Drive data collection, analysis and reporting of minimum foundational qualification requirements for Kaiako partnering, collaborating and engaging with Educational Delivery and Akoranga and the Academic Committee
- Design, develop, implement and maintain Recognition of Prior Learning (RPL) framework, processes and resources
- Oversee management and monitoring of academic compliance and workforce reports; and alignment with workforce development plans for non-compliant kaimahi
- Identify trends and gaps from Performance Leadership reporting which can feed back to workforce development reports and action plans
- Identify key roles in TWoA, prepare a knowledge and risk register to maintain and manage organisational knowledge
- Analyse training, coaching and development needs, design, implementation and evaluation and align to business success factors
- Implement and maintain OD function compliance for record keeping (eg. Policies, procedures, data, performance leadership, RPL, competencies, Licencing and registration, Qualification)
- Prepare minimum qualification, standards and competency reports for Ngā Tumu and Governance

Position Specification	
Qualifications	• Bachelor Degree in Adult Teaching or Education or Bachelor's degree in IT related field • Full NZ drivers licence (Clean – Class 1)
Experience	• Proven (3 – 5 years) experience in delivering capability programmes to adult learners including technology based learning curricula • Proven (3 – 5 years) experience in teaching methodologies employed by TWoA. • Proven (3 – 5 years) experience in e-learning/ blended learning instructional delivery
Technical Skills	• Proven ability and user knowledge of Microsoft Office Suite • Confident technical knowledge required for training in Microsoft and Apple applications and/or platforms • Proven engagement and customer service skills • Proven ability to effectively present and facilitate either face to face or remotely with audio-visual media and other technologies • Competent written and oral communication • Competent level of technology proficiency
Mātauranga Māori	• Āhuatanga Māori - Willing to participate in cultural activities and motivated to develop an understanding of Āhuatanga Māori (values, culture and tikanga) • Te Reo Māori - Understands and uses basic Te Reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) • Ngā Uara - Actively applies Te Wānanga o Aotearoa values in the workplace
HR Process	1 FTE redeployment opportunity only Closed loop recruitment process with role available to impacted Kiriwhanake kaimahi only in the first instance