

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	<p>Capability and Leadership</p> <ul style="list-style-type: none"> • 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

	<p>Programme Delivery Head Office</p> <ul style="list-style-type: none"> • 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 <p>Qualifications and Standards</p> <ul style="list-style-type: none"> • 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 <p>Analysis and reporting</p> <ul style="list-style-type: none"> • 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
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Position Specification	
Qualifications	<ul style="list-style-type: none"> • Bachelor Degree in Adult Teaching or Education or Bachelor's degree in IT related field • Full NZ drivers licence (Clean – Class 1)
Experience	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Āhuetanga Māori - Willing to participate in cultural activities and motivated to develop an understanding of Āhuetanga 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

Full Position Description is currently in progress