

Position Description



Training and Development Specialist

Date	April 2024
Purpose of position	To provide training and development services, advice, and support across Port Otago.
Reports to	Training and Development Manager
Key Relationships	<ul style="list-style-type: none">• Kaimahi from allocated areas of primary responsibility which may include one or more of:<ul style="list-style-type: none">▪ Operations▪ Marine & Infrastructure▪ Supply Chain▪ Corporate▪ Commercial• Frontline supervisors• Team Managers• External training providers• Team Administrators• Team workforce planners• Team Trainers• Team Assessors• People Team• Safety Advisors• Private Training Establishments or Polytechnics for Apprentice programmes (If Applicable)• Equipment, service, or software vendors (For the development of training and assessment packages if required)• Absorb Learning
Qualifications and Requirements	<ul style="list-style-type: none">• Previous experience in a Training Co-ordination or Advisor role• Proven organisational skills are required for this role• Strong computer skills are essential for this role• A good level of experience in heavy equipment, high risk or logistics related industries is desirable• Experience with risk management tools and principles would be advantageous• Strong interpersonal skills including the ability build relationships and constructively influence end users• A self-starter who brings a proactive and flexible approach to their work• Technical skills with design software such as the Adobe creative suite would be advantageous but not essential

	<ul style="list-style-type: none"> • Technical skills with the Articulate suite of eLearning design software, or similar, would be highly regarded • Well-developed oral, written, and interpersonal communication skills • Experience with designing training materials and assessment tools • Proven experience with facilitating adult learning and an understanding of adult learning principles • Experience coordinating training for workgroups, and managing training records with a high level of accuracy • Experience as an administrator for a Learning Management System is desirable • Experience conducting Training Needs Analyses, producing skills matrices and other competency and training reports • Adult learning qualification, or Workplace Trainer unit standard 27565 and Workplace Assessor unit standard 4098 or equivalent.
Direct Reports	Nil

Core Responsibilities

Health & Safety	<ul style="list-style-type: none"> • Takes responsibility for own and others safety. • Follows safety guidelines and procedures. • Reports and escalates Health and Safety issues appropriately • Reports all incidents, accident and near misses accurately and in a timely fashion. • Participates in inductions, on-going training programmes and safety drills and briefings. • Ensures strict adherence to safety standards, statutory and legislative requirements, and Port Otago policies and procedures. • Complies with work area PPE requirements. • Actively participates in Hazard Register reviews and updates and identifies and documents new hazards. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance and involvement at relevant Health and Safety meetings. • Supports safe behaviours through the Port Otago random drug and alcohol process.
Training & Development Coordination	<ul style="list-style-type: none"> • Maintain, review, and update the Training Needs Analyses for each of the roles in the team(s) allocated to the Training and Development Specialist • Conduct gap analyses and task analyses with Team Supervisors as required to determine new training needs

	<ul style="list-style-type: none"> • Use the Learning Management System to collate data and produce reports to meet the oversight and reporting requirements of frontline leaders and managers • Work with Team Supervisors to map future skills gaps and build succession plans • Advise and support Team Supervisors to establish and follow 6 monthly skills development plans for each team member • Be responsible for collating individual skills development plans and succession planning targets into annual training plans • Meet weekly with Team Supervisors to produce weekly training and assessment plans for Team Trainers and Team Assessors, which reference the goals of the annual team training plan • Meet weekly with Workforce Planning to confirm training plans • Mentor and develop Team Trainers and Team Assessors in all matters related to training and assessment best practice • Provide quality assurance of training and assessment delivery within teams by producing metrics related to training delivered Vs. assessment outcomes and addressing training shortfalls where patterns of non-achievement of competency are identified • Provide quality assurance of assessments. Ensuring that Team Assessors are producing assessment outcomes that are robust and firmly based on the rules of evidence as outlined in the Training and Development Framework • Support users who may have issues with literacy and numeracy to access training and assessment materials (in line with the Reasonable Adjustment section in the Training and Development Framework) • Support apprentices and cadets where applicable and appropriate
Learning Management System (LMS)	<ul style="list-style-type: none"> • Perform the role of administrator in the Learning Management System for the teams within the remit of the Training and Development Specialist. This will include, but is not limited to: <ul style="list-style-type: none"> ▪ Routine data integrity tests (Report and Audit) ▪ Troubleshooting and escalating issues with the LMS user experience and or recordkeeping and reporting functions ▪ Manual entry of data where automation is not possible ▪ Building courses, curricula, observation checklists and skills bundles in the LMS ▪ Building, testing, and maintaining team analytics dashboards in LMS ▪ Setting up bespoke alerts and scheduled reports for supervisors, managers and administrators as required ▪ Enrol learners in required courses ▪ Establish future sessions for upcoming Instructor Led Courses and communicate these to relevant users and leaders • Provide one to one and group training sessions on using the various applications of the LMS (Including Learner Experience,

	<p>Manager Dashboard, Analytics Reviewer Experience and Administrator)</p> <ul style="list-style-type: none"> • Respond to direct queries from leaders regarding the status of training and assessment for individuals or teams • Monitor the Port Otago Learning mailbox and respond to issues and enquiries
Instructional Design	<ul style="list-style-type: none"> • Consult with Subject Matter Experts to develop training curricula for identified skills gaps • Determine the most appropriate delivery methods for training e.g., eLearning module, Instructor Led session, in work training or a mixture of these. • Utilise adult learning principles in the design of training delivery • Identify natural assessment points for each training package that align with the Competency Levels outlined in Port Otago's Training and Development Framework and build appropriate assessment tools that adhere to the rules of evidence within the Training and Development Framework document • Utilise the Articulate suite of software to create eLearning modules to meet training needs, (where eLearning is deemed appropriate) • Develop Instructor Led Course materials that may be delivered in a classroom or via the Teams application as required
Training and Assessment Delivery	<ul style="list-style-type: none"> • Facilitate Instructor Led sessions as required • Facilitate Team Trainer and Team Assessor Development workshops • Schedule external and internal training sessions, in consultation with the wider Training and Development team to optimize course utilisation. • Communicate and launch new LMS based courses as required • Conduct formal competency assessments as required
Personal Development	<ul style="list-style-type: none"> • Actively participate in Connect Conversations to identify goals, actions, and timelines. • Take responsibility for developing own personal plan in conjunction with your manager through Connect Conversations.
Team Contribution	<ul style="list-style-type: none"> • Develop open, honest, and respectful working relationships with all team members and members of the wider management group. • Promote a cohesive and inclusive team culture with colleagues. • Actively promote company policies of health and safety, quality, and environment. • Actively listen to other people's ideas and contribute positively to team activities. • Actively support the Port Otago Values through behaviour & leadership • Build networks and positive lines of communication with Subject Matter Experts, Leaders and Training and Development service users across the business

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • Follow safe work practices and be a role model to others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Ensure any visitors or contractors have completed the online Health and Safety Induction and wear appropriate PPE. • Compliance with all PPE requirements and planned risk controls – JSA etc
Quality	<ul style="list-style-type: none"> • Accurate and value-adding annual Training Plans and weekly training and assessment plans • High quality training and assessment packages delivered to teams and the broader business on time and to specification • Adhere to the Training and Development Framework and use it to promote quality training and assessment processes and outcomes • High degree of accuracy with data management in the LMS
Customer Service	<ul style="list-style-type: none"> • Meets the agreed training and assessment objectives for team leaders on time and to specification • Communicates with stakeholders clearly and manages expectations in a positive and professional way
Teamwork	<ul style="list-style-type: none"> • Full participation in all tasks and activities in a professional, positive, and constructive manner. • Demonstrate open, honest, and respectful working relationships with all team members and other staff.