

## Te Whakahuatanga | Job Description

<b>Job title</b>	Kaitohutohu Matua   Senior Adviser – Learning & Development
<b>Group</b>	System & Regulatory Design
<b>Reporting to</b>	NZSAR Secretariat Director
<b>Location</b>	Wellington
<b>Salary band</b>	Band 17
<b>Date</b>	May 2023

### Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

### Rapu Whakarauora Aotearoa | New Zealand Search & Rescue Secretariat

The New Zealand Search and Rescue Council (NZSAR) was established by Cabinet in February 2003. The Council provides high level strategic governance to all Search and Rescue (SAR) agencies in New Zealand with a vision of ‘*A cohesive community of capable people in sustainable organisations, finding and rescuing people in distress, operating collaboratively within a robust SAR system*’.

The Councils goals are to achieve:

- A robust and integrated SAR system
- Efficient and sustainable SAR organisations
- Capable SAR people

- SAR prevention.

The NZSAR Secretariat supports the NZSAR Council and implements measures to achieve Council goals. The Secretariat is hosted by the Te Manatū Waka | Ministry of Transport. Positions within the NZSAR Secretariat are expected to work in a manner consistent with Ministry policies while maintaining focus on delivering NZSAR Council's goals.

## New Zealand Search & Rescue Outcome & Values

NZSAR ensures New Zealand has effective Search and Rescue services for people in distress throughout New Zealand's Search and Rescue Region in order to save lives.

The person in need of our services is our focus. We want to prevent incidents from occurring but if they do, we work to minimise harm and provide assistance to those in distress. As a sector we:

- Have a strong **community service** ethic;
- **Communicate and engage** openly and effectively;
- **Collaborate and cooperate** between individuals, teams and organisations; and,
- **Respect** individual, teams and organisations.

## Kaitohutohu Matua | Senior Adviser – Learning & Development

The Senior Adviser – Learning & Development has responsibility for providing training expertise and advice to ensure the delivery of NZSAR Council's investment in training and development meets planned objectives.

Purpose of the Role	Key Accountabilities and Deliverables
Training leadership, coordination, management and advice	<ul style="list-style-type: none"> <li>• Lead, coordinate and deliver New Zealand's two Search and Rescue Skill Acquisition Training Programmes (SAR SATPs).</li> <li>• Lead and oversee the search and rescue sectors' training planning cycle.</li> <li>• Monitor the management of the annual training calendar to achieve maximum training return.</li> <li>• Develop and execute agreed short, medium and long-term plans.</li> <li>• Provide thought leadership including identification of opportunities, gaps, duplication and consequences for search and rescue training.</li> <li>• Lead meetings and expert groups, provide expert advice on training, including needs assessment, evaluation and review, and investment.</li> <li>• Manage delegated collective search and rescue training and exercising responsibilities including the Councils annual investment into SAR exercises.</li> </ul>
Procurement and contracting	<ul style="list-style-type: none"> <li>• Procure and deliver both Land SAR and multi-agency SAR Skill Acquisition Training Programmes including contracting, reporting, and monitoring.</li> <li>• Procure and manage the delivery of contracts as required in support of the SAR Skill Acquisition Training Programme.</li> </ul>

Training Materials	<ul style="list-style-type: none"> <li>Continuously improve the nature and form of training courses and materials.</li> <li>Manage the ownership, development, maintenance, change and approval of existing and new training materials.</li> </ul>
Monitoring and reporting	<ul style="list-style-type: none"> <li>Monitor both the multi agency and land SAR SATPs.</li> <li>Report against agreed indicators internally and externally on both programmes.</li> <li>Manage, monitor, and report on funding for delegated SAR workstreams, programmes and projects.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>Manage and report on both SAR SATPs quality assurance processes and arrangements.</li> </ul>
Collective Training	<ul style="list-style-type: none"> <li>Coordinate NZSAR's investment into SAR exercises.</li> </ul>
Lessons	<ul style="list-style-type: none"> <li>Manage the SAR sectors lessons management system including capture, analysis, reporting and follow up.</li> </ul>
Forms and templates	<ul style="list-style-type: none"> <li>Lead the sectors' operational forms and templates workstream including the integration of new or changed forms and templates into training and operational contexts.</li> </ul>
Engagement	<ul style="list-style-type: none"> <li>Maintain effective relationships with training partners both within and outside of the SAR sector.</li> <li>Lead SAR Sector engagement and reporting to the Tertiary Education Commission and the Ministry of Education.</li> <li>Maintain strong relationships with National Emergency Management Agency peers.</li> </ul>
Operational Reviews	<ul style="list-style-type: none"> <li>Organise agreed operational SAR reviews. Share and incorporate learnings into learning materials, plans and processes.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Lead other workstreams and projects as required.</li> </ul>

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

### Who you will work with to get the job done

Internal	Director of the NZSAR Secretariat
	NZSAR Secretariat Team
	Ministry of Transport Finance and Legal Teams
SAR Sector	Rescue Coordination Centre NZ
	NZ Police
	Land Search and Rescue
	Coastguard NZ
	Surf Life Saving NZ
	Fire and Emergency NZ
	Others as identified
External	National Emergency Management Agency

	Department of Prime Minister and Cabinet
	NZ Qualifications Authority
	Tertiary Education Commission
	Ministry of Education
	Other as identified

### Direct reports

- Nil

### Delegations

- Nil

### What you will bring specifically

#### ***Experience, Knowledge & Skills***

Essential:

- Previous experience in a learning and development or delivery of operational training
- Strong relationship management and facilitation skills

Desirable:

- Previous experience in contract monitoring roles.
- Project management experience
- Previous knowledge or expertise in processes and systems for the development, management, monitoring and reporting of training programmes and outcomes.
- Background and understanding of the SAR environment and volunteer training.
- Contacts across the tertiary education and emergency management and SAR sectors.
- Collective training and exercising experience.

### Your health, safety and wellbeing

At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

### Leadership Success Profile – capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector. The Leadership Success Profile establishes “what good looks like” for leadership at all levels.

<https://www.publicservice.govt.nz/system/leaders/leadership-development/leadership-success-profile/>

Competency	Level	Competency	Level
Leading Strategically	1	Enhancing System Performance	2
Leading with Influence	2	Managing Work Priorities	2
Enhancing Organisational Performance	2		