



Job Description: Training Officer / Tertiary Instructor Support

Location:	Hillary Outdoors Education Centre Tongariro
Job Purpose:	Support the professional development of the instructional staff. Assist in delivery of Tertiary Programme.
Relationships:	<p>Designated Manager: Safety Manager</p> <p>Direct reports: n/a</p> <p>Key teams: Tongariro Management Team, Tongariro Instructional Team.</p> <p>Key Relationships: Safety Manager, Centre Manager, Operations Manager, Tertiary Programme Manager, Duty Managers</p> <p>External relationships: NZOIA, Skills Active, RARO, AWEG, NZQA</p>
Key Responsibilities:	All responsibilities should be carried out following the policies and procedures in the Hillary Outdoors QMS and appendices and to the standards defined in your Key Performance Indicators.

Delivery	<ul style="list-style-type: none"> • Liaising and working under the direction of the Safety manager to help deliver staff training requirements as agreed • Monitor the staff's delivery of programmes as directed • Assist Instructors in the planning and critique of the delivery of client programmes • Aligning and delivering the training requirements alongside the organisation's requirements • Plan the delivery of training to staff, oversee Competency System and ensure it remains fit for purpose • Assist with delivery of high-quality instruction and teaching for the Tertiary Programme, on both the Certificate L4 and Diploma L5 programmes, with a particular emphasis on kayak instruction and teaching of kaitiakitanga and environmental issues (this will depend on qualifications and experience) • Any other reasonable duties as requested.
Safety	<ul style="list-style-type: none"> • Ensure that you are familiar and comply with the HOEC Safety management system • Identify and report to the Leadership Team any incidents, hazards or safety concerns in your work environment • Be a role model to other staff in the implementation of the Hillary Outdoors Safety Management System • Maintain a high level of effectiveness which supports the Safety Management System and enable its implementation in the field • Monitor safe practices in the field, record, and report back to the Safety Manager • Ensure components of training delivered align with the Safety Management System • Report all incidents and near misses you are involved with.
Compliance	<ul style="list-style-type: none"> • Follow all Hillary Outdoors policies and procedures. • Communicate suggestions for improvements or revisions to policy to ensure it is representative of current practice
Financial	<ul style="list-style-type: none"> • Ensure the Safety Manager or Programme Manager - Tertiary / Tongariro is aware of any financial resources requested or required by staff.

Quality	<ul style="list-style-type: none"> • Feed into the Training Department improvements in conjunction with the Centre Manager, Programme Manager and Safety Manager. • Feed into the Tertiary Programming as requested by Programme Manager - Tertiary / Tongariro • Participate in wider quality management processes as part of Tongariro support team
Communication	<ul style="list-style-type: none"> • Represent Hillary Outdoors, promote and communicate with partners, clients and external organisations in a suitable manner • Report to Safety Manager and Tertiary staff and wider team as requested • Participate in meetings as required.
Culture	<ul style="list-style-type: none"> • Represent the values of Hillary Outdoors in all behaviours and actions and role model this to other staff • Engage in self-development as defined during performance development meetings with line manager • Develop highly effective relationships with all Hillary Outdoors personnel • Plan for succession by managing information in line with Hillary Outdoors policy and training other staff in core tasks.
Personnel	<ul style="list-style-type: none"> • Assist the Safety Manager to forecast future instructional staffing needs • Assist with the induction of new instructors under the direction of the Safety Manager • Deliver professional development pathways as agreed with Safety Manager and staff through their development plans • Be aware of overall instructional staff strengths, weaknesses and competencies and how they integrate with other staff. Identify training required, share learnings and observations with Safety Manager and Centre Manager • Share staff training goals with Safety Manager and ensure they align with Hillary Outdoors expectations.
Additional Responsibilities	<ul style="list-style-type: none"> • <i>Additional responsibilities reflecting an individual's unique skills upon agreement</i>