

Job Description

Position: Education Coordinator
Reports to: Chief Executive Officer
Term: 3 year fixed term, Full time

About NZKGI

NZKGI is the kiwifruit grower mandated national representative kiwifruit growers' association. NZKGI was established to enhance the commercial and political interests of New Zealand kiwifruit growers and works on the industry's behalf to lobby change in policy, whilst retaining and building community and local government relationships.

NZKGI's vision is a strong grower advocacy organisation that leads growers and engages with industry partners.

NZKGI's mission is to advocate, protect and enhance the commercial and political interests of New Zealand kiwifruit growers.

Purpose of the Role

This position is one of six horticulture education coordinators across regional New Zealand. The position is co-funded through the Provincial Growth Fund via Horticulture New Zealand.

The role will focus on utilising education and training to improve the pipeline of permanent skilled workers into the horticulture industry in the Bay of Plenty. By developing and managing relationships as well as connecting with employees and employers, the position will improve professional development opportunities and uptake in the region. There will be a focus on coordinating and maximising all opportunities to promote horticulture as a thriving industry with a broad range of long-term careers.

Key Accountabilities

- Identify the needs or expectations of employers and employees in the horticulture industry in the Bay of Plenty with respect to education and training
- Connect with schools, training providers, government agencies to develop a pipeline of training and employment opportunities across the region
- Demonstrate the unique selling point of a horticultural career and how it will benefit employers and the industry in the long term
- Identify and engage with the relevant industry employers
- Act as a conduit between workers and employers
- Assist employers to actively support their workers to allow a progressive build-up of workers' skills and knowledge
- Reinforce off-the-job training and share industry best practice
- Assist employers to liaise with other employers and training organisations to achieve the desired outcomes
- Liaise effectively with outside partners (Kiwi Leaders, support agencies, Ministry of Social Development, Work and Income, training providers) as necessary
- Manage the Education and Training working group of the Bay of Plenty Labour Governance Group
- Monitor changes in education policy, identifying opportunities and risks for the industry

- Work closely with the NZKGI Projects Coordinator and Labour Coordinator on projects of mutual interest including career events and labour surveys
- Contribute to other activities of NZKGI including communications, preparation for and presentations at meetings, taking minutes as required

Other

- Work in a safe manner at all times ensuring knowledge of health and safety policies and procedures is current
- Report accidents and/or incidents immediately
- Follow all policies and procedures that may be introduced from time to time
- Work to agreed standards and meet or exceed performance goals
- Undertake other duties from time to time as requested

Competencies and Skills Required

Technical

- Takes responsibility for the actions, projects and / or people as well as someone with the confidence to take the initiative and work under their own direction
- Plans activities and projects well in advance taking into account resources required, changing circumstances and deadlines to be met
- Demonstrates integrity and upholds ethics and value
- Professional level of developing and maintaining effective relationships
- Has excellent organisation and time management skills
- Has excellent written and verbal communication skills
- Advanced knowledge of Microsoft Suite.

Behavioural

- Able to build and maintain robust, transparent relationships with schools, training providers, employers, employees and students
- Able to speak with a high level of confidence and credibility when addressing the public or when expressing opinions, information or key points of an argument
- Suitability to a high-pressure environment, with a propensity for positively coping with pressures and setbacks
- Ability to apply inventive thinking to manage risk and identify opportunities
- Has excellent attention to detail
- Can work both autonomously and within a team effectively.
- Maintain a calm approach and professional demeanour at all times

Key Relationships

- NZKGI Staff
- Kiwifruit Growers
- Kiwifruit industry employers including postharvest operators and contractors
- NZKGI Executive & Forum
- Zespri
- Horticulture NZ

- Ministry for Social Development
- Labour Inspectorate
- Education and training providers

Education & Experience

- Education sector experience, particularly secondary and vocational education and training
- Knowledge of the horticulture industry is an advantage
- Proven ability to quickly develop relationships with a range of people including students, teachers and employers
- Very strong interpersonal skills
- Has excellent organisation and time management skills
- Minimum of three years relevant experience
- NZ Full Driver's License required
- NZ residency or minimum 3 year valid NZ work visa required

Limitations of Authority

- Limited to the financial delegations outlined in the NZKGI delegations manual
- May not discuss situations externally that may have financial, political or legal ramifications for NZKGI without input and agreement from the CEO
- Must not generally exceed the authority and responsibility described in this position description

This position description does not cover every aspect of the job. As a result these tasks and this description may be varied from time to time.