



Learning & Development Advisor (6 month Fixed Term)

Job title: Learning & Development Advisor, Delivery

Reports to: Director Leadership Capability, Delivery

Direct Reports: None

Location: Wellington



About the New Zealand Infrastructure Commission, Te Waihangā

The work we do at Te Waihangā is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure. Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be a successful we need to recruit the best of the best from a diverse talent pool. We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. 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.



Our vision – Tā Mātou Whakakitenga

Infrastructure for a thriving New Zealand

Our Values – Ō Mātou Uara

**Free thinking/
Whakaaro nui**

- We arrive at creative yet considered solutions

**Courageous/
Māia**

- We will have honest conversations which reflect our independence

**Trustworthy/
Pono**

- You can depend on us to behave ethically and impartially

**Empathetic/
Ngākau aroha**

- We are listening and respectful of different views

Role purpose – Te Kaupapa o te Tūranga

Our Leadership Capability team is part of the Delivery team at Te Waihanga. The Leadership Capability team is focused on developing capable and strong infrastructure leadership across New Zealand's Public Sector. We aim to strengthen the skills of senior infrastructure leaders by facilitating collaboration and the exchange of best practices. Through system guidance, building networks and creating high-quality learning programmes, we support leaders acquire the knowledge, skills, and mindsets necessary for success in their roles. Our goal is to enhance individual performance, ultimately ensuring the effective and efficient delivery of infrastructure projects.

The Learning & Development (L&D) Advisor will work with the Leadership Capability team to deliver our work programme to strengthen government client-side capability to plan, design, deliver and maintain projects.

This is a fixed term / secondment opportunity (6 months) with the key purpose of the L&D Advisor being to project manage and coordinate the rollout of the design and development of networking events, learning programmes and development initiatives scheduled for the next 6 months. The role will also input into the development and procurement of new learning initiatives.

The Advisor will work collaboratively with Te Waihanga team members and draw on subject matter experts across the sector to deliver relevant, useful and high-quality learning experiences.

This role is part-time (between 20-30hrs/week). Days and times to be agreed with the successful candidate.

Key Accountabilities – Ngā Kawenga Takohanga Mātuatua

Key Accountability Areas:	Key accountabilities/expectations:
Learning event project management and coordination	<ul style="list-style-type: none"> • Co-ordination of multiple learning and network events, and programmes. Including logistics planning, registration, liaison with speakers, and participants, workbook and material production, and programme feedback and evaluation. • Arrange event logistics including venue, presenters, catering, suppliers and materials. Assist as required with on-the-day event delivery for face-to-face and virtual programmes. • Support the delivery of virtual events through technical guidance and online delivery support. • Assisting with special projects, such as the finalisation of the project leadership capability framework and recruitment guidance.
Inputting into the development, procurement and promotion of learning initiatives	<ul style="list-style-type: none"> • Conduct research on best practices, industry trends, and relevant learning materials that can be incorporated into the development of learning initiatives. • Assist in the procurement of learning vendors by supporting the preparation of necessary documentation and coordinating with vendors. • Support the team with the writing and high-level formatting of presentations and documents

	<ul style="list-style-type: none"> Contribute to the promotion of learning initiatives by helping to create engaging content, using multiple channels including social media to raise awareness and encourage participation.
Operational Improvement	<ul style="list-style-type: none"> Cultivate innovation – identify and create new and better ways for the organisation to be successful, including finding opportunities to work more efficiently. Identify opportunities for cost management and efficiencies related to IT services, procurement operations processes and policies.
Relationship management and engagement	<ul style="list-style-type: none"> Build credibility within the organisation and productive relationships so the people regularly seek the Advisor out for support and advice. Effectively manage relationships with any external vendors/providers. Work collaboratively within the Delivery team and across the organisation, behaving consistently with Te Waihanga's values.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Take all practical steps to ensure your health and safety and the safety of others in the workplace.

Key Relationships – Ngā Hononga Mātuatua

- Te Waihanga General Manager Delivery
- Chief Executive and Board
- Delivery team members
- Commission stakeholders including Public Sector leaders
- Commission Learning and leadership development vendors and suppliers

Skills and Experience – Ngā Pūkenga me te Wheako

- Ideally an understanding and experience working across the wider infrastructure sector.
- Ideally (but not essential) worked in the HR/OD/L&D/Leadership teams of the NZ Public Sector
- Solid experience in the provision and coordination of multiple learning programmes and events.
- High level of written communication skills and experience in the preparation of reports and executive documentation within a government framework.
- Growth mindset and the ability to continually look for better ways to help the organisation be successful.
- Action orientated - taking responsibility, ownership, and action on challenges, and being accountable for results.
- Excellent relationship management skills with the ability to engage with stakeholders.
- Ability to work collaboratively within the team, across the organisation and with our partner agencies.
- Service excellence - uphold high standards; focused on meeting commitments; dedicated to improving outcomes for the Commission; identifies and responds to new and emerging strategic issues impacting the operating environment.
- Highly organised and detail-oriented combined with the ability to manage multiple tasks simultaneously.
- Strong Microsoft Office skills including Excel, Word and PowerPoint.