



POSITION DESCRIPTION

Learning and Development Co-Ordinator	
BRANCH Group	DATE April 2019
REPORTS TO Senior Business Partner – Learning & Development	EMPLOYMENT TERM Full time

PURPOSE

- Responsible for the co-ordination of the Learning and Development programmes.
- Assist the Learning & Development Team in the development and delivery of the Rothbury L&D strategy.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> ▪ Executive General Manager – People & Culture ▪ Learning & Development Team ▪ Rothbury Team around NZ 	<ul style="list-style-type: none"> ▪ Service Providers

KEY ACCOUNTABILITIES

RESPONSIBILITY	KEY DUTIES AND EXPECTED OUTCOMES
Pathway Programme	<ul style="list-style-type: none"> ▪ Act as the first point of contact for the Rothbury Pathway Programme, providing concise administrative and operational service and advice to our people. Responsible for co-ordinating all study sessions, including reserving rooms, laptops and other necessary resources to ensure that we provide an avenue of support to learners. ▪ Responsible for collating, reviewing, preparing and recording material for and from the programme. This includes managing all document requirements for enrolment, resources during the course, reporting and feedback including any necessary approvals and follow-ups. ▪ Initiate and complete conversations with people to promote and sustain the Rothbury Pathway Programme, advocate the Programme to our people. ▪ Manage provider relationships (PIQ, ANZIIF, LMI, Strategi Group etc.) and keep in constant communication with our key stakeholders regarding progress, updates etc.

RESPONSIBILITY	KEY DUTIES AND EXPECTED OUTCOMES
	<ul style="list-style-type: none"> ▪ Assist with the planning and implementation of future programmes. ▪ Ensure compliance with appropriate governance, guidelines and policies.
General	<ul style="list-style-type: none"> ▪ Assist with administration of L&D activities outside of the programme. This involves coordinating with facilitators and participants at L&D sessions. ▪ Set up meeting rooms and webinars in preparation for L&D sessions. ▪ Support new starters attending the monthly orientation and other L&D events/workshops. ▪ Tracking and reporting on webinar data including resources, attendees, CPD points and survey results etc. ▪ Supporting wider People & Culture Team with general co-ordination and administration.

KEY PERFORMANCE INDICATORS

<ul style="list-style-type: none"> • Ability to support the Learning & Development Team in the development and delivery of the Rothbury L&D strategy. • Operate in a timely manner to ensure programmes and activities are carried out in accordance with the timelines agreed. • A high level of coordination and communication demonstrated to ensure all activities that are implemented have been well communicated, planned and reported to key stakeholders. • Suggest process improvements to find areas in different L&D processes that can be improved, then works on solutions to improve them upon approval of the L&D team. • High focus on accuracy and attention to detail to ensure all process steps necessary for the success of the programme have been implemented accurately. • Demonstrate flexibility and adaptability to changing and unforeseen events that can happen. • Ability to organise own workload and manage time effectively. • Approach work with an enthusiastic and flexible disposition.
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PERSON SPECIFICATION

FORMAL QUALIFICATIONS AND KNOWLEDGE
<ul style="list-style-type: none"> ▪ 3-5 years experience in L&D Co-Ordination or Project Co-Ordination ▪ Relevant tertiary qualification ▪ Proven experience, skills and competencies in an L&D or project role
SKILLS AND ATTRIBUTES
<ul style="list-style-type: none"> ▪ Proficient in L&D programmes including LMS, MS Suite, Trello, Zoom and other relevant software ▪ Excellent organisation and communication skills ▪ Knowledge of Learning and Development organisational policies and practices ▪ Strong integrity, commitment and drive to succeed ▪ Self-motivated and proactive with ability to work autonomously ▪ Ability to think strategically and creative problem solving ability ▪ Attention to detail and confidence in dealing with multiple stakeholders ▪ Process and outcome driven ▪ Capable multi-tasker ▪ Proven team player

SUGGESTED TRAINING COURSES

PROFESSIONAL DEVELOPMENT

- Rothbury Foundation Programme

OTHER

- Excel – Essential Skills, TimeSaving Features
- Word – Essential Skills, TimeSaving Features
- Powerpoint – Essential Skills

**To register your interest in this role please submit both your CV and covering letter to
recruitment@rothbury.co.nz**