

Role Description

Title	Trainer
Manager Title	Team Lead, Core Skills Delivery
Directorate and Group	People and Culture; Organisation Support
Band	D
Date	September 2024
Approved By	Chief People Officer

Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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 hāpori, 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.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to skilfully build DOC's capability through the delivery or facilitation of training to staff.

Key working relationships

Internal	External
Learning and Development colleagues Subject matter experts Wider Organisational Development Unit Directors and Managers	Venue and service providers Trainers and facilitators across the public sector

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	Including ...
Support capability development	Working with key stakeholders, including Directors, Managers, and the wider Organisational Development Unit, to deliver on our commitments in the annual learning calendar Building capability through virtual and face-to-face training and facilitation Acting as lead trainer in Ruia Te Kakano / National Induction programme Supporting the creation, roll out and facilitation of additional programmes as required Identifying subject matter experts within the business to support learning delivery and working with them to ensure they have the skills to deliver effective sessions Building insights through evaluating programme feedback received, reviewing programme content and purpose and adjusting accordingly Using a variety of delivery approaches (virtual workshop, face-to-face etc) Championing and supporting DOC's strategies including Diversity and Inclusion, Speak Up, Safety, and Wellbeing
Collaboration and relationship management	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments

Accountability	Including
	Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	At least 3 years' experience in training, facilitation and co-facilitation Understanding of adult education and training evaluation principles Skilled in facilitating engaging and inclusive training Able to identify and recommend where improvements should be made to training content and/or delivery Skilled in working with diverse groups in complex environments using a variety of delivery approaches (virtual workshop, face-to-face etc)
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational and wider context of role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).