



POSITION DESCRIPTION	
Role Title:	Training Co-ordinator
Reports To:	Training and Assessment Team Leader
Direct Reports:	Nil
Location:	Invercargill

POWERNET	
Our Purpose: Safe Efficient Reliable: Power to Communities	
Our Critical Success Factors <ul style="list-style-type: none">• Safety Always• Customer Focus• Continuous Improvement• Passionate Empowered People• Courageous Leadership	Our Values <ul style="list-style-type: none">• Up Front and Honest• Make a Difference• Do It Once, Do It Right• Back Each Other• Take Positive Action

PURPOSE OF THE ROLE
To organise all internal and external training programmes and provide administration support to the Training and Assessment Team Leader

EXPERIENCE / KNOWLEDGE / SKILLS AND PERSONAL ATTRIBUTES
Experience/Knowledge/Skills: <ul style="list-style-type: none">• Efficient in Microsoft Office Suite• High level computer literacy• Currently holds or can obtain a level 4 in Health and Safety• Strong administration abilities• Knowledge of Health and Safety practices• Experience with planning and co-ordinating events and teams• Understanding of hazard identification• Full and current driver's licence – Class 1• Planning and project management skills Personal Attributes: <ul style="list-style-type: none">• Build strong effective and collaborative relationships



- Forward thinker
- Work well under pressure
- Highly developed communication, influencing and relationship building skills
- Attention to detail
- Resilient
- Do it once, do it right attitude
- Good verbal and written skills
- Able to operate independently
- Flexible and adaptable
- Strong communicator with Senior Leaders, Managers and Operators

ROLE SPECIFIC ACCOUNTABILITIES	
<p>Training, Development and Support</p>	<ul style="list-style-type: none"> • Co-ordinate training in line with the competency framework requirements • In conjunction with leaders, co-ordinate training plans for team members with training agreements • Co-ordinate field safety training days for all field staff to ensure safe practices and first aid certificates are refreshed or gained • In conjunction with leaders co-ordinate external business competency requirements i.e. Rio Tinto, Fonterra etc. • Collate training assessment packs for all assessments • Update HR with relevant training outcomes from internal and external stakeholders for inputting • Maintain and input training and assessment dates for Field Training Officers in the training calendar • Input and update training calendar for monthly reports for the Training and Assessment Team Leader • Develop weekly reports to the Training and Assessment Team Leader • Assist and develop training processes to map, using PowerNet's process mapping software 'Promapp' • Co-ordinate and facilitate training days and the requirements like food, materials and facilities • Monitor training deadlines to allow for future planning



	<ul style="list-style-type: none"> • Monitor personal development of field staff to ensure training needs are met • Development of Health and Safety procedures in conjunction with the Training and Assessment Team Leader • Assist in the development of training material
Business Planning and Budgeting	<ul style="list-style-type: none"> • Communicate with Finance and Training and Assessment Team Leader to ensure budgets are maintained • Assist with forecasting and budgets with the Training and Assessment Team Leader
External Company Relationship Development, Communication and Relationships	<ul style="list-style-type: none"> • Effective relationships are maintained with external stakeholders • Rapport is built with key stakeholders and relationships are managed in a way that will further the company's strategic objectives • Build and maintain relationships with external stakeholders to ensure all PowerNet standard competency requirements are maintained • Liaise with external training facilities to organise accommodation and travel • Build relationships within PowerNet to facilitate clear training outcomes • Co-ordinate with Area Managers, Supervisors and Team Leaders to facilitate training needs
Other Duties	<ul style="list-style-type: none"> • Undertake such other responsibilities as may be reasonably required from time to time • Maintain own time management • Support others whenever possible

KEY RELATIONSHIPS		
	Nature of Contact (Conversational, motivation, persuasion, liaison, technical advice, resolve conflict, leadership,	Frequency of Contact (Daily, weekly, monthly, yearly)



	reporting, advocating, marketing, selling, negotiation)	
Internal <ul style="list-style-type: none"> • Training and Assessment Team Leader • Field Training Officers • Distribution and Technical Field Managers • Area Supervisors and Team Leaders • People, Culture and Communication • Finance and IT 	<ul style="list-style-type: none"> • Report, liaise • Report, liaise • Liaise • Liaise • Liaise, report • Liaise, report 	<ul style="list-style-type: none"> • Daily • Daily • As required • As required • Daily • As required
External <ul style="list-style-type: none"> • All external stakeholders 	<ul style="list-style-type: none"> • Liaise, report 	<ul style="list-style-type: none"> • As required

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the employee and leader and may be included in performance review accountabilities.

Employee: _____

Leader: _____

Date: _____