

Learning Facilitator

POSITION DESCRIPTION	
TITLE	Learning Facilitator
REPORTS TO	Regional Manager
LOCATION	Wellington
DIRECT REPORTS	0
DATE	Sept 2021

Site Safe

Our Vision

Proud to be Safe





Our Mission

Building Safer and Healthier Workplaces Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe’s goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 6,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.

Purpose of the Position

The purpose of the Learning Facilitator role is to facilitate group learning on health and safety and assess levels of understanding, to improve the level of health and safety in the construction industry.

Key Responsibilities

Facilitation of training courses

- Deliver group training courses using a facilitative and engaging style, to a wide range of audiences varying from workers to senior leaders
- Tailor facilitation style to suit the audience
- Create a supportive and culturally safe learning environment that accommodates a wide range of perspectives and provides for individual learning and supporting needs
- Identify and resolve issues that may impact on the quality of learning in the classroom
- Complete all pre-training and post-training administration
- Attend and actively participate in any trainer familiarisation and other related activities
- Role model professional standards of facilitation through thorough preparation and delivery of courses in line with Trainer Guidelines and agreed course material

Assessment marking and review

- Assess learning and understanding through assessment and assignment review and marking
- Participate in post assessment moderation of assessment marking as required

Student support

- Provide additional support to learners, as required, to ensure learning/assessment needs are met
- Identify and manage learning challenges for individual learners

Input into development of training

- Participate and support the design and implementation of quality training courses

Promotion of other Site Safe products and services

- Identify and use opportunities to promote other training courses, products and services of Site Safe

Ongoing professional development

- Evaluate and reflect on own teaching practice in order to identify areas for improvement
- Maintain knowledge within fields of education and training, health and safety, and the construction industry, to ensure new developments are integrated effectively into training

Teamwork

- Support the continuous improvement of training, assignments and processes
- Liaise with the Site Safe Customer Services staff to assist in answering queries relating to training
- Complete monthly activity reports as required to support regional reporting

Health and Safety and Wellbeing

- Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures
- Identify and report on potential improvements to health and safety within the workplace
- Complete any required organisational health and safety related training or education

Key Relationships

Internal	External
Regional Manager	Learners
Customer Services team	
Wider Education, Development and Delivery team	

Person Specification

Experience, Knowledge and Qualifications

Essential:

- New Zealand Certificate in Adult Teaching/Education (level 5) or equivalent
- Knowledge of adult learning techniques to support training delivery
- Extensive experience training, coaching and facilitating in a formalised classroom setting
- Excellent presentation and communication skills
- An understanding of and experience with standards-based assessment
- Hold unit standard 4098
- Microsoft Office particularly PowerPoint and Outlook

Desirable:

- Up to date and practical knowledge of Health and Safety principles, practices and legislation relevant to the New Zealand construction industry
- Experience with learning technologies, eg Moodle
- Experience in the construction (or related) industry

Personal Attributes

- Is self-aware, invites feedback, learns from mistakes, and is open to discuss development needs
- Has a style of inter-relating and working with others that commands confidence and trust and generates energy, action and results
- Is innovative, forward thinking and open minded
- Able to interact and be responsive to the needs of diverse groups
- Passion and motivation for teaching and training