

Position Description



Section A

Port Nelson Limited is owned by Infrastructure Holdings Limited which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.

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| Position: | Training Advisor |
| Location: | Nelson |

Section B

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| Position Objective: | <ul style="list-style-type: none"> To manage and co-ordinate Port Nelson Ltd's (PNL) compliance and on-the-job training across all operational areas (e.g. Stevedoring; Container Ops; Marine; Workshop; Slipway; QuayPack) Ensure training is completed to meet regulatory and compliance requirements. Deliver in-house training modules and on-the-job training for areas within your experience and qualifications. Lead and embed PNL's values based learning & development framework up to Leadership Team level. Oversee PNL's wider training initiatives and personal development activities and processes. | |
| Relationships: | Internally: | General Manager - People and Safety People and Safety Team Operational teams Trainers and Assessors Managers/Supervisors |
| | Externally: | Contractors External Training Providers Port Industry Association sub-committee |
| Delegated Authority: | As per delegated authority guidelines. | |
| Direct Reports: | None | |

Section C

Key Tasks And Accountabilities

| Accountability | Task |
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| Compliance and On-the-job Training | <ul style="list-style-type: none"> Working closely with operational teams to drive all training for employees and ensure training is delivered and continuously |

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| | <p>improved to meet current and future operational, compliance and safety needs.</p> <ul style="list-style-type: none"> • Pro-actively support trainees throughout their training process ensuring that appropriate training plans are developed based on individual training needs. • Co-ordinate all PNL compliance and on-the-job training to ensure that it is being efficiently and effectively implemented across PNL. • Ensure that all training and competency assessments are delivered as per learning outcomes and using the standardised documentation. • Monitor and identify gaps in training records and ensure records are updated. • Manage version control of relevant documents in conjunction with People Support team. • Progress the development of new operations training material in conjunction with People & Safety team and Operational Managers. • Advise GM, P&S team and Ops Managers on changes in regulations to compliance training and make recommendations on how to meet these. • Continuously look for ways to create efficiency in training across PNL to ensure the best value for money is being achieved. • Complete all admin tasks associated with compliance and on-job training. • Coordinate with external training providers to book training as required. • Deliver on-the-job training for which you have the experience and qualifications. • Be involved in budgeting for training budget and associated reporting. |
| Develop, review and update training resources | <ul style="list-style-type: none"> • Continually review and ensure that training material is updated based on changing operational requirements, feedback from trainers/trainees and managers, or in line with legislative/compliance developments or reporting requirements. • Ensure all operations training materials are reviewed to ensure fit for purpose and identify areas for improvement. This includes adapting new methods of training delivery via technology and new providers. • Support H&S functions to ensure training resources are being updated in response to, for example, safety alerts, corrective actions, changes in risk assessments, and changes of operation. Ensure changes are communicated and recorded appropriately. |



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| Trainers | <ul style="list-style-type: none"> • Liaise with key stakeholders within each business area who are responsible for training and ensure that they have the necessary training, support and resources. • Meet with key stakeholders on a regular basis. • Actively monitor performance and competence of trainers to ensure safety, efficiency and quality of work and provide training needs analysis for future development as required. • Identify new trainers with the Supervisors/Managers and co-ordinate them obtaining the right qualifications to undertake training/assessing. |
| NZQA Unit Standard Co-ordination | <ul style="list-style-type: none"> • Oversee the training and assessment for learning outcomes involving NZQA unit standards including the New Zealand Certificate in Port Operations across PNL. • Work with operational managers to identify people to complete, train and assess for NZQA training. • Facilitate the implementation of any NZQA training. • Lodge assessment data for NZQA unit standards. • Be involved in the moderation process and coordinate improvements from feedback received. • Represent PNL on the Education and Training Sub-Committee of the Port Industry Association as required and disseminate the information to Operational Managers and key stakeholders as appropriate. |
| Induction/Training | <ul style="list-style-type: none"> • Work with People & Safety team to ensure that the induction of new workers on a company and department level is well structured and recorded. • Carry out induction training, as and when required. |
| Systems | <ul style="list-style-type: none"> • Be one of the Damstra (or our preferred training/safety platform) Super Users for training. Ensure all training is inputted into Damstra and recorded accurately and reported on as required. • Support other users with accessing reports, data and navigation of Damstra as required. • Continually look for ways to utilise Damstra and other PNL systems to increase efficiency and reporting metrics to suit business needs. • Produce Bracken Training Modules • Produce timely and accurate reports as required. • Ensure link to Voyager data is maintained and accurate. • Deliver training on use of Voyager with Stevedores. |
| Port Wide Development | <ul style="list-style-type: none"> • Lead and embed PNLs Values based learning and development framework while scoping the possibility of capability/competency framework to meet the needs of managers and supervisors up to LT level. • Provide advice to managers and supervisors on behavioural/personal development learning/training needs for their teams. This may include conducting training needs |



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| | <p>analyses and develop cost-effective training recommendations.</p> <ul style="list-style-type: none"> • Support and implement PNL's Succession Plan framework including links to performance conversations and performance improvement plans. • Lead/Support Port Wide training and Wellbeing initiatives |
| Safety | <ul style="list-style-type: none"> • Be a 'champion' of workplace health and safety by commitment through action and support of the health and safety strategy and initiatives. • Lead by example and encourage, promote and support a safety minded focus with open communication in the resolution of safety concerns. • Challenge all unsafe acts or behaviours you observe. • Actively support the H&S reps in your area. • Apply, promote and support the Company's Drug and Alcohol Programme. • Report all accident/incidents/near misses and new hazards identified at the earliest opportunity. • Participate in incident investigations and development of corrective actions as required port wide around training solutions. |
| Continuous Improvement | <ul style="list-style-type: none"> • Proactively identify and drive opportunities to improve training and related outcomes at PNL |

Person Specification

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| Qualifications: | <ul style="list-style-type: none"> • Previous experience as a trainer with adult teaching qualification or similar. Health and Safety qualification would be advantageous. |
| Experience: | <ul style="list-style-type: none"> • Previous experience in a training type role. • Strong administration experience. • Working with a diverse team of Managers to achieve outcomes. • Port, safety sensitive workplace or H&S experience would be advantageous. |
| Skills and Knowledge: | <ul style="list-style-type: none"> • Strong organisational and planning skills. • Ability to influence with people and build strong relationships within the business. • Excellent computer skills. • Knowledge of NZQA requirements. • Damstra/Vault experience (desired) |
| Personal Attributes: | <ul style="list-style-type: none"> • Persistent and determined. • Ability to drive things through to achieve outcomes. • Strong personality that adapts well to different people. • Collaborative approach |



Behaviours – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

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| Accountability | To be accountable for our actions, our performance and the outcomes of these. |
| Safety | To act in a manner that prevents the risk of injury or danger. |
| Passion | To maintain a powerful and compelling enthusiasm about what we do at Port Nelson. |
| Integrity/Honesty | To be truthful, upright and act according to what is right. |
| Respect | To hold people around us in high esteem and show consideration. |
| Excellence | To continually strive to be the best at what we do. |

