

## Learning & Capability Advisor

# Job Description

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<b>Date</b>	April 2022
<b>Location / Business Unit</b>	Wellington/Auckland/Christchurch
<b>Reporting to</b>	Leadership Development Advisor
<b>Position Type</b>	Fixed term (12 months), Full-time

### Te Tūranga - About the Role

The People Team is a small but high performing team. We support our people and leaders to create an inclusive and constructive culture that is reflective of Aotearoa (a strategic objective).

As a Learning & Capability Advisor, you'll be responsible for building craft (technical) capability across RNZ to help us be "match-fit" for the new strong public media entity. You'll also work across HR projects to support the people team's business plan.

*As an independent and commercial-free public service broadcaster, RNZ's purpose is to serve the public interest.*

### Te Mahi - About the job

- Be able to look at the big picture as well as deliver the solutions – this is end-to-end design and delivery for someone to get stuck into!
- Complete a L&D needs analysis across RNZ to identify opportunities to develop and strengthen our technical training and skills
- Design and develop capability solutions for our kaimahi to ensure the learning you design, and deliver is relevant, engaging and applied on the job
- Develop new L&D or modify existing instructional materials, to ensure content is accurate, current, and relevant (and so others can facilitate programmes in the future)
- Support SMEs (Subject Matter Experts) to develop and deliver training

- Supporting the people team with their mahi in the transition to the strong public media entity
- Engage with key internal stakeholders, in conjunction with the wider People Team, to identify emerging opportunities, issues or concerns promptly and manage expectations around what requires training and what doesn't
- Develop and maintain relationships with external service providers ensuring that what they provide is tailored to meet business needs and meets commercial expectations
- Champion the RNZ Attitudes and the People Team's mantra – customer service
- Maintain a strong grasp of key strategies and issues across the business, understanding the long-term business and operating environmental trends
- Be awesome, be a team player!

### Health & Safety

- Take responsibility for own health and safety and that of others
- Participate in any safety meetings etc. as required by RNZ
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan

### Emergency Management / Lifeline Utility Role

- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another RNZ site if required, usually in a major city

## Ōu Pūkenga - About You

<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated high levels of achievement and recognised success in a L&amp;D role</li> <li>• Confidence and proven experience in designing, delivering and measuring technical training to employees at all levels.</li> <li>• Knowledge of adult learning principals, including instructional design, and best practice learning methods</li> <li>• Experience and confidence with a range of learning methodologies, including on-line learning</li> <li>• Strong sense of business acumen</li> <li>• Sound decision-making skills</li> <li>• Strong customer focus/perspective</li> <li>• Excellent knowledge and understanding of L&amp;D practices, industry trends, and emerging developments</li> <li>• Familiarity with LSI or similar desirable</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written - you'll love consulting with a wide variety of people</li> <li>• Drive execution – translate strategic priorities into operational reality</li> <li>• Ability to identify opportunities for improving capability and ensuring our kaimahi are equipped with the skills they need to succeed</li> <li>• Ability to perform and appear calm under pressure</li> </ul>

	<ul style="list-style-type: none"> <li>• A passion for connecting with our kaimahi to ensure the learning you design, and deliver is relevant, engaging and applied on the job</li> <li>• Comfortable translating technical information into digestible learning solutions</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• A proven track record for commitment to excellence</li> <li>• A reputation as a person of high integrity</li> <li>• Thrives on innovation and new challenges</li> <li>• Quickly adapts to need for change and is flexible in approach</li> <li>• Displays high energy, commitment and passion</li> <li>• Resilient</li> <li>• Strong outcome orientation</li> <li>• Sense of fun and humour</li> <li>• Collaborative team player</li> <li>• Recognises the value of cultural and community diversity</li> </ul>

### **Te Ahurea - Our Culture**

We are committed to fostering an inclusive and constructive culture. This means creating a place where our people feel like they belong and can do their best work. We do this through our attitudes; Be Bold, Better Every Day and Extend Manaakitanga.

You can find out more about RNZ’s attitudes and leadership expectations below. At RNZ, we’re all leaders in driving our culture and performance against our strategy.

# Te Ahurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.

## Leadership Expectations

The Leadership Expectations outline what we expect our leaders to do. We have determined three critical capabilities that we need to focus on:

- Understand & Develop Self and Others
- Execute Strategy
- Lead Change & Uncertainty

At RNZ, we are all leaders in driving our culture and performance against our strategy.

 <p><b>I understand and develop myself and others</b></p>	 <p><b>I execute our strategy, with and through others</b></p>	 <p><b>I embrace and lead change</b></p>
<ul style="list-style-type: none"><li>• Understand my own development areas and actively work on them</li><li>• Create development plans for all my people</li><li>• Support your people to grow and develop by having regular and meaningful conversations</li><li>• Coach others and give feedback</li><li>• Have courageous conversations</li><li>• Lead with emotional intelligence</li></ul>	<ul style="list-style-type: none"><li>• Understand and communicate RNZ's strategic goals</li><li>• Create line of sight and set aligned team vision and goals</li><li>• Make decisions and empower my team to make decisions</li><li>• Operate with our target audience in mind</li><li>• Work collaboratively to achieve goals and resolve conflict</li></ul>	<ul style="list-style-type: none"><li>• Champion culture by role modelling the RNZ attitudes</li><li>• Understand and champion the case for change</li><li>• Communicate with others and bring people on the journey</li><li>• Support your people through change – building resilience and wellbeing of your teams</li><li>• Empower your people to try things, adapt and innovate</li><li>• Hold people to account</li><li>• Lead with a growth mindset</li></ul>