



POSITION DESCRIPTION

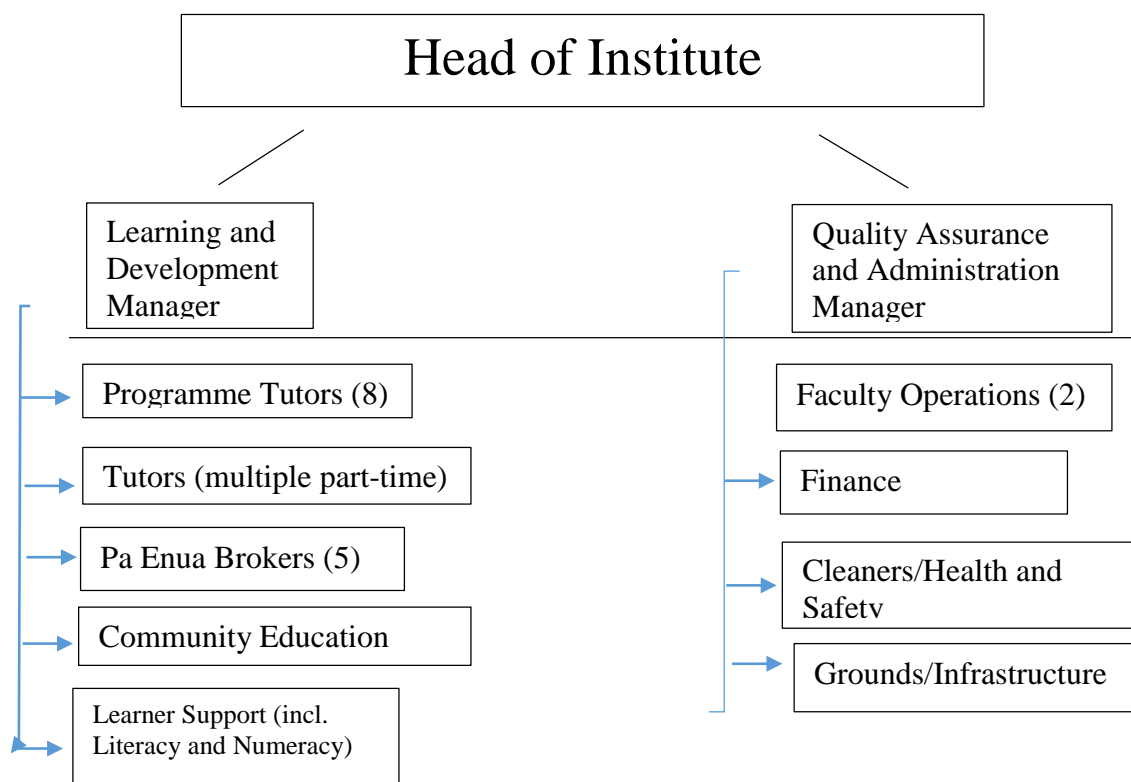
Position Title:	Island Learning Broker
Division:	Cook Islands Tertiary Training Institute
Responsible To:	Manager – Learning and Development
Responsible For:	Enrolled students and Community Education Tutor
Job Purpose:	Island Learning Brokers will coordinate all Training offered by the Cook Islands Tertiary Training Institute on the Broker's respective island. This operational role is a key part of the Cook Islands Tertiary Training Strategy that aims to increase vocational training on the sister islands. The post holder will establish links with government agencies, businesses and community experts to establish community education & training in employment opportunities on island. These roles will require strong communication and negotiation skills as key relationships are built and managed across the breadth of the community. This is a part time position.
Legal Obligation of this position:	To carry out duties and responsibilities as set out in: <ul style="list-style-type: none">• The PSC Act (2009)• The current Education Act and any amendments to that Act Ministry of Education instructions and directives as issued by the Secretary of Education from time to time
Remuneration:	Min: \$30,846 Mid: 35,781
Date:	August 2017

MINISTRY VISION:

The Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes lifelong learning through the provision of quality services.

ORGANISATION CHART:



PURPOSE OF THE POSITION:

The Island Learning Broker is an important member of the CITT structure, playing a critical part in achieving the strategic objectives of the Institute and at a higher level the Education Masterplan and National Sustainable Development Plan. The Institute is dedicated to industry and community engagement and it is the purpose of the Island Learning Broker to develop, and facilitate the total learning offering, and individual industry specific training and learning initiatives on the respective islands.

OUTPUTS:

OUTPUTS: The position of ILB encompasses the following outcomes and key deliverables:

Objectives	Outcome	Key Deliverables
<ul style="list-style-type: none"> In conjunction with the Community Education develop a Community Education offering for the island. 	Community Education programmes aligned with the Island plan are developed	At least 5 community education programmes are delivered per semester.
<ul style="list-style-type: none"> Actively seek and build new training opportunities with government agencies, employers, schools and community experts. 	Accredited training programmes are developed and implemented to meet the needs of government, industry and island needs	At least 2 accredited programmes operate per academic year

<ul style="list-style-type: none"> Plan and co-ordinate recruitment of learning facilitators and students and create a collection of learning/training vacancies. 	Tutors and students are recruited for each programme being delivered.	All programmes of study meet minimum participation levels and have competent Tutorial staff.
<ul style="list-style-type: none"> Develop learning contracts between students, tutors and CITTI. 	Individual training plans are in place for all students enrolled on accredited training programmes.	100% of students have individualised learning plans in place.
<ul style="list-style-type: none"> Manage a caseload of learning placements and learning facilitators, providing placement/training opportunities, matching learners to the placements, monitoring these relationships and creating and managing the training plans for each student; create and maintain placement files for each student, provide learning and assessment material for each student and tutor. 	All learners on the island are supported through their individual learning plans	<ul style="list-style-type: none"> Student files are compiled and maintained for all students undertaking tertiary training on island Support and assistance is offered and recorded for all tertiary trainees on island.
<ul style="list-style-type: none"> Undertake a range of other activities in support of the role, including: dealing with tutors; provide advice and guidance to students, inputting student training data, and support learner project work. 	Administrative functions of the training on the island are fulfilled	All administrative functions are fulfilled.
<ul style="list-style-type: none"> Maintain accurate data 	Data is collected, inputted into the appropriate system and collated as required.	Data is current and accessible
<ul style="list-style-type: none"> Contribute to the development and implementation of evaluation and monitoring systems 	The Cook Islands Tertiary Training Institute academic standards are maintained	Evaluation and moderation is undertaken at the allocated times
<ul style="list-style-type: none"> Write monthly progress reports to hand to the Manager – Learning and Development 	The Director and Managers of the Cook Islands Tertiary Training Institute are kept informed of the progress and issues affecting training on the island.	Monthly reports are received by the Manager – Learning and Development
<ul style="list-style-type: none"> Performs other duties as assigned. 	The organisation operates effectively	All other duties requested are performed

The omission of specific duties does not preclude senior management from assigning duties that are logically related to the position.

All of these responsibilities will be carried out within the context of the Faculty's statutory obligations regarding Occupational Health and Safety, and its principles of Equality of Opportunity.

FUNCTIONAL RELATIONSHIPS:

The Island Learning Broker will be responsible for displaying effective human relations skills in dealing with other personnel and external contacts.

External	Nature of Contact	Internal	Nature of Contact
On Island Government organisations	Ongoing liaison through meetings and communications	School Principal	Use of facilities, resources, course structure, delivery logistics
Community	Ongoing liaison through meetings, site visits and other communication modalities	Senior Managers & CITTI staff	Reporting, new course development and quality assurance, employment matters
Industry	Ongoing liaison through meetings and communications	Tutorial Staff (on island)	Ongoing liaison, planning
Community Experts	Ongoing liaison through meetings and communications	Director	Reporting; Ongoing liaison, planning, employment matters

AUTHORITY:

The Community Education & Industry Engagement Broker will have the following levels of authority:

Financial	Nil
Staff	Tutorial staff
Contractual	Nil

WORK COMPLEXITY:

The most challenging duties typically undertaken by the Community Education & Industry Engagement Broker will include:

Establishing and organising innovative community led and driven programmes of learning
Ensuring diverse needs of learning facilitators and students are met
Recording and maintaining accurate student and tutor data
Establishing & coordinating skill based programmes of learning

PERSON SPECIFICATION:

Qualification

The Community Education & Industry Engagement Broker will be required to have the following formal level of training and educational qualifications and experience:

Essential: (least qualification to be competent)	Desirable: (specific qualification for job)
An adult teaching qualification and Diploma in a respective field of expertise	Degree level qualification in education, business or respective field of expertise

Knowledge/Experience:

The length of practical experience and nature of specialist or managerial familiarity required. This experience is in addition to formal education.

Essential: Extensive administrative experience. Advanced knowledge of education programme development. Organisational and planning skills. Sound leadership and motivational skills. Community linkages.	Desirable: more than 2 years experience in a Learning/Teaching position. More than 2 years experience in managing staff.
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Key Skills /Attribute / Behaviours

Creating and innovating

- Produces new idea, approaches or insights
- Creates innovative products or designs
- Produces a range of solutions to problems
- Seeks opportunities for organizational improvement
- Devises effective change initiatives

Deciding and initiating action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Initiates and generates activity

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Leading and supervising

- Provides others with a clear direction
- Sets appropriate standards of behaviour
- Delegates work appropriately and fairly
- Motivates and empowers others

- Provides staff with development opportunities and coaching
- Recruits staff of a high calibre

Working with people

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

Coping with pressure and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work life and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

Adhering to principles and values

- Upholds ethics and values
- Demonstrates integrity
- Promotes and defends equal opportunities, builds diverse teams
- Encourages organisational and individual responsibility towards the community and the environment

Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Approved:

Head of Ministry of Education (Secretary)

Date

Employee

Date