



# Construction and Specialist Trades

Industry Skills Board

<b>Position Title</b>	Assurance Specialist
<b>Reports to</b>	Manager Quality Assurance and Qualifications
<b>Location</b>	Wellington/Auckland/Remote
<b>Position type</b>	Permanent

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## About the Industry Skills Boards (ISB)

The ISBs were established pursuant to the Vocational and Educational Training Act 2025. The government formally established eight new ISBs, marking a major milestone in the transformation of the vocational education and training system.

The ISBs are driven by a clear vision to create a system that responds to industry needs, anticipates future workforce demands, and provides strong, regionally responsive support for learners and employers.

The ISBs give industry a stronger voice in shaping vocational education. They set and maintain standards, endorse programmes, advise on workforce development priorities, and strengthen collaboration between education and employers.

## What do ISBs do?

ISBs have a broad set of responsibilities:

- **Setting standards:** Develop, set, and maintain standards, qualifications, micro-credentials, and national curricula.
- **Programme endorsement and moderation:** Endorse vocational programmes and moderate assessments to ensure quality and consistency.
- **Advising government:** Provide advice to the Tertiary Education Commission (TEC) on funding priorities.
- **Workforce planning:** Conduct strategic workforce analysis and planning for their sectors.
- **Industry representation:** Act as the voice of their sector into the vocational educational and training (VET) system.

## About the Construction and Specialist Trades ISB

**The Construction and Specialist Trades ISB (CST ISB)** is responsible for identifying the skill needs of the Onsite and Offsite Construction, Access Trades, Finishing Trades, Construction Services (Engineering and associated), and Plumbing, Gas fitting and Drain laying sectors. See Sector Descriptors at the end of this position description.

We work with employers, industry groups, and training partners to ensure training reflects the real-world technical, regulatory, and safety requirements of these industries.

We ensure the new system enables responsive teaching and learning, where learners know they are valued and industry has trust and confidence in the vocational education system.

The CST ISB is contributing to transforming workforce industry skills across Aotearoa New Zealand.

Our role is to:

- use the industry voice to contribute to the creation of a sustainable, globally engaged, and responsive workforce across Aotearoa New Zealand.
- take a lead in ensuring learners develop the skills they need to be work ready.
- contribute to an education system that provides opportunities for all people to reach their full potential and capabilities, including those who have been traditionally underserved by the education system.
- Supports and gives effects to the requirements of the Tertiary Education Strategy 2025-2030.

**To be consistent with the functions as defined by the Education and Training (Construction and Specialist Trades Industry Skills Board) Order 2025**, The ISB sets and maintains qualifications, standards, and credentials, endorses vocational programmes, and quality assures assessments.

The Board advises government on workforce development priorities across construction, plumbing, finishing, access and other specialist trades to align vocational education with the evolving skills required across the built-environment sector.

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## Diversity and Inclusion

We are a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that our kaimahi honour and reflect the diversity of Aotearoa New Zealand and the industries and people we work to support, and that the contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected.

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## Position Overview

The Assurance Specialist undertakes a range of assurance activities to holistically evaluate the quality and inclusivity of the education and training system. This includes undertaking external moderation with multiple providers, in accordance with annual moderation plans. The role has a focus on continuous improvement and working collaboratively with providers to monitor and evaluate assessment documentation and decisions to ensure that standards are applied validly and consistently to all learners.

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## Key Accountabilities

### 1. Moderation and assurance

- Provide specialist input into the development of CST ISB annual assurance and moderation plans
- Undertake agreed assurance activities with secondary and tertiary providers of VET including:
  - o Post-assessment moderation of provider assessment judgements (desk-based, on-site as assessment happens, or assessor forums)
  - o Pre-assessment moderation of providers' assessment materials
- Work collaboratively with providers to monitor and support progress against agreed action(s) where issues with assessment practice have been identified
- Evaluate providers' applications for consent to assess support
- Evaluate providers' applications for programme endorsement and micro-credential support
- Ensure a 'trusted advisor' approach is adopted throughout all engagements
- Ensure Consent & Moderation Requirements are up-to-date and reflect any changes to the external moderation system through on-going monitoring and contribution

### 2. Compliance and reporting

- Ensure all external and internal requirements are met, including:
  - o Compliance with New Zealand Qualifications Authority (NZQA) and TEC across assurance functions
  - o Working knowledge and demonstrated commitment to CST ISB policies and processes
  - o Selection and use of CST ISB moderation and assurance report templates in accordance with guidance documentation
  - o Using the database in accordance with standard operating procedures
  - o Managing work so that moderation and assurance projects meet timelines and objectives

### 3. General

- Contribute to on-going self-assessment practices that support CST ISB's culture of continuous improvement
- Make on-going contributions to 'system' improvement through keeping abreast of any reform and engaging with opportunities that arise
- Provide pertinent timely advice as required by CST ISB and the wider ISB network

### 4. Te Tiriti o Waitangi

- Work in partnership with Māori and uphold Te Tiriti o Waitangi
- Ensure qualification and assurance activities support Māori-Crown- relationships
- Influence positive behaviours to improve outcomes for Māori learners
- Ensure work is informed by Māori partners and meets agreed reporting requirements

### 5. Health, Safety and Wellbeing

- Be responsible for your own health, safety and wellbeing while not putting others at risk around you
- Participate in and comply with the requirements of the Health and Safety at Work Act 2015 and associated policies and procedures in place, including undertaking health, safety and wellbeing activities such as induction and training

## Skills, Knowledge, Experience

### Skills

- Demonstrated knowledge of moderation and best practice assessment
- Understanding of holistic assurance
- Understanding of self-assessment as a key means to support continuous improvement
- Sufficient skills, experience and/or understanding of the construction and specialist trades industries to be able to carry out position requirements effectively
- Demonstrated understanding of cultural norms in working with diverse groups
- Expertise in managing multiple stakeholders, clients, organisations, and providers to facilitate industry-led outcomes.
- Well-developed written, oral, and interpersonal skills
- Well-developed facilitation and problem-solving skills to ensure a professional, positive, flexible, and diplomatic approach
- Proven ability to manage time and workloads effectively to meet deadlines.

### Experience

- Previous involvement in the VET sector with a strong working knowledge of TEC, NZQA, and the New Zealand Qualifications and Credentials Framework (NZQCF)
- Moderation and quality assurance experience in the context of VET with extensive involvement in interpreting the assessment requirements of standards
- Knowledge and experience of the range of delivery options
- Experience in engaging with a variety of stakeholders to extract information, synthesise, analyse, and provide guidance

### Qualifications

- Workplace Assessment and Moderation unit standards 4098, 11551, 11552
- Adult Education and Training qualifications, desirable
- Trade qualifications, desirable

### Programmes/technology

- Competency in use of the Microsoft Office Suite, particularly Word and Excel
- Experience with business intelligence tools (e.g. Power BI), desirable

### Role Requirements

- Must have a willingness to embrace the transformation that is required in the VET system, including:
  - o Supporting Māori Crown relationships
  - o Honouring Te Tiriti o Waitangi
  - o Ensuring that the VET system delivers for all learners
  - o Connecting the ISB across the VET system

## Relationships

This role will maintain key relationships with

- Other teams within the CST ISB
- Kaimahi in similar roles across ISBs
- Industry and education and training providers including, schools, Wānanga, Institutes of Technology and Polytechnics, Private Training Establishments
- Government agencies including TEC; Ministry of Education; NZQA; Ministry of Business, Innovation & Employment

## References

Legislation / Foundation documents:

- Education and Training Act 2020 (Vocational Education and Training Amendment Act 2025)
- Tertiary Education Strategy 2025-2030
- Te Tiriti o Waitangi

Available here <https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html>

## Construction and Specialist Trades

The coverage of the Board comprises the Board's functional responsibilities in relation to employers, vocational education providers, employees, and people seeking to be employed in work related to the following industries: All building, construction and specialist trades including;

- Building regulations
- Building surveying
- Carpentry
- Concrete
- Construction diving
- Cranes
- Demolition
- Design (light commercial, kitchen, bathroom)
- Detailing
- Fibrous plaster manufacturing
- Flooring
- Foundation construction
- Frame and truss
- Glass and glazing
- Industrial rope access
- Interior systems
- Joinery (installation)
- Land surveying, management and quantity surveying
- Painting and decorating
- Plumbing, gasfitting and drainlaying
- Proprietary systems installations
- Rigging
- Roofing
- Scaffolding
- Stonemasonry (including monumental masonry, construction stonemasonry, and natural stone fixtures and fittings)
- Supervision and management
- Timber structure
- Trowel trades (incl. brick and block laying, floor and wall tiling, proprietary plaster cladding systems, ferro-cement tank manufacture, refractory installation, and solid plastering).

## Australia and New Zealand Standard Industrial Classification 2006

Includes the level 4 industries specified in the Australia and New Zealand Standard Industrial Classification 2006 (ANZSIC), published by Statistics New Zealand, that are set out below;

ANZSIC	ANZSIC class title
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C1492	Wooden Structural Fitting and Component Manufacturing (including timber frames, roof trusses and structural component/fitting manufacturing) (split with Manufacturing & Engineering with specifics)
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C2033	Ready-Mixed Concrete Manufacturing
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C2034	Concrete Product Manufacturing
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C2090 Other Non-Metallic Mineral Product Manufacturing (headstones and monuments only) (split with Manufacturing & Engineering with specifics)

C2223 Architectural Aluminium Product Manufacturing

C2452 Fixed Space Heating, Cooling and Ventilation Equipment Manufacturing

E3011 House Construction

E3019 Other Residential Building Construction

E3020 Non-Residential Building Construction

E3221 Concreting Services (foundation, pumping and construction) (split with Infrastructure with specifics)

E3222 Bricklaying Services

E3223 Roofing Services

E3224 Structural Steel Erection Services (reinforcing steel erection, structural steel erection, truss or joist, steel erection) (split with Infrastructure with specifics)

E3231 Plumbing Services

E3239 Other Building Installation Services

E3241 Plastering and Ceiling Services

E3242 Carpentry Services

E3243 Tiling and Carpeting Services

E3244 Painting and Decorating Services

E3245 Glazing Services

E3292 Hire of Construction Machinery with Operator

E3299 Other Construction Services (not elsewhere classified)

G4212 Floor Coverings Retailing

L6631 Heavy Machinery and Scaffolding Rental and Hiring

M6921 Architectural Services

M6922 Surveying and Mapping Services

M6923 Engineering Design and Engineering Consulting Services (where relevant to building and construction) (split with Electrotechnology & Information Technology, Infrastructure and Manufacturing & Engineering with specifics)

N7311 Building and Other Industrial Cleaning Services (building exterior cleaning only) (split with Health & Community with specifics)