



**Electrotechnology,
Information Technology,
and Creative**
Industry Skills Board

Position Description

Position title:	Qualification Development Facilitator
Group:	Electrotechnology, Information Technology and Creative Industry Skills Board
Reports to:	Manager – Qualifications and Quality Assurance
Location	Auckland, Wellington or Remote
Position type:	Permanent

About the Industry Skills Boards (ISB)

Industry Skills Boards have been under the Educational Training Act 2020 as part of the next phase of vocational education reform. ISBs provide sector leadership by ensuring vocational education is shaped by industry and responsive to changing skill needs.

We work in partnership with employers, iwi, hapū, learners, providers, and government agencies to:

- identify emerging and future workforce capability needs
- develop and maintain qualifications, standards, and vocational pathways
- provide strategic industry advice to support a strong, sustainable training system
- ensure training products and assessment approaches reflect industry expectations
- support equitable outcomes for learners, including Māori, Pacific peoples, and other priority groups

ISBs play a crucial role in building a skilled, adaptable, and productive workforce, supporting industries to innovate and grow, and ensuring learners have clear, supported pathways to meaningful careers.

More information about **ETITC ISB** can be found **here:** www.etiticisb.nz

Diversity and Inclusion

We are a workplace that values and respects diverse and inclusive thinking, people, and behaviours. Our staff honour Te Tiriti o Waitangi and reflect the diversity of Aotearoa New Zealand and the industries and people we support.

Position overview

The Qualification Development Facilitator works in a team that is responsible for:

- Developing and maintaining industry qualifications and programme guidance
- Developing, setting, and maintaining skill standards and capstone assessments
- Endorsing programmes and supporting micro-credentials
- Acting as a trusted advisor to industry, education providers and others to provide the best possible solutions to address skill and workforce needs.

The role works with a wide range of industry and other stakeholders to ensure that the qualification systems products developed are fit for purpose, meet industry requirements, and enable learner success. The Qualifications Development Facilitator also ensures products meet the guidelines and rules administered by New Zealand Qualifications Authority (NZQA).

Key Accountabilities

1. Product Development

- Develop and review qualifications systems products (ie qualifications, skill standards, New Zealand Programmes, micro-credentials and capstone assessments) including:
 - Gathering and analysing industry skill and workforce needs to identify and design qualifications systems product solutions that reflect stakeholder needs, are deliverable by education providers and meet NZQA requirements.
 - Designing consultation processes that are fit-for-purpose, robust, representative and ensure a diverse range of perspectives are considered.
 - Documenting programme guidance information to support the implementation of programmes that reflect industry expectations.
 - Contributing to the development of business cases for new development.
 - Proactively contributing to the ongoing refinement of good practice in qualifications system product development to ensure excellent standards of practice, service, and quality.
 - Supporting and following qualification system product processes that are enabling of equitable outcomes for all learners and support the normalisation of mātauranga and te reo Māori.
- Facilitate and manage relationships with subject matter experts and providers involved in the vocational education and training (VET) system, including convening and facilitating representative consultation groups.
- Contribute to other ISB projects as required.

2. Project Management and Quality Assurance

- Develop and maintain documentation of project details, communication plans, consultation plans, risks, and issues.
- Report on progress and proactively address risks and issues emerging from own projects.
- Ensure own projects are managed and delivered to meet ISB workplan, timelines and objectives.
- Comply with internal, NZQA and TEC requirements.
- Evaluate applications for programme endorsement and micro-credential support to ensure they meet industry requirements.

3. Relationship Management

- Develop and maintain effective relationships with stakeholder representatives engaged in qualification systems product development including industry, iwi and hapu, education providers, regulators, learners and other people and entities involved in the VET system.

- Liaise with NZQA to ensure that their approval requirements are understood and met.
- Collaborate with peers across ISBs and participate in the wider community of practice.
- Provide support to providers when they are developing programmes to ensure they meet industry requirements.

4. General

- Provide timely and quality advice and solutions as required by the ISB
- Contribute to cross-functional initiatives and deliverables from a qualification's systems product perspective.

5. Te Tiriti o Waitangi

Ehara taku toa i te toa takitahi engari he toa takitini.

My strength is not one of a single warrior but that of many.

- Understand Te Tiriti o Waitangi and support capability building across the ISB.
- Demonstrate how your work supports Māori Crown relationships.
- Influence positive behaviours within industries and employers to impact success for Māori in the VET system.

6. 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

Qualifications

- Relevant tertiary qualification or equivalent experience in education or the electrotechnology, information technology or creative related areas is desirable.

Skills and Knowledge

- Technical educational product development expertise (ie qualification, curriculum, programme, standards or resource development).
- Knowledge of NZQCF and the vocational education and training system.
- Knowledge of Kaupapa Māori approaches and ability to operate in te ao Māori and a diverse range of New Zealand contexts.
- Ability to design products that can be delivered and assessed effectively.
- Strong attention to detail and excellent communication, writing, editing and proofing skills.
- Ability to speak Te Reo Māori would be an advantage.
- Ability to work within the NZQA rules framework to translate industry voice into qualifications system products that meet industry, provider, and learner needs.
- Ability to develop and maintain strong relationships and engage, facilitate, and collaborate across a range of different stakeholders.
- Strong planning, organisational and analytical skills.

Experience

- Proven experience in qualification, standards or programme design and development, in a vocational or tertiary education environment

- Experience engaging with a variety of stakeholders to extract information, synthesise, analyse and provide advice.

Attributes

- A positive and diplomatic approach to problem solving.
- Adaptable and comfortable working within an environment of reform and change.
- Professional, respectful, and able to maintain confidentiality and integrity.
- Committed to continuous learning and improvement.
- Demonstrates commitment to Te Tiriti o Waitangi and supporting equitable outcomes for Māori.

Programmes/technology

- Advanced proficiency in MS Office – (Excel, PowerPoint, Word)
- Experienced using collaboration platforms (E.g. Teams, Sharepoint)

Role Requirements

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

Relationships

This role will maintain key relationships with:

- Chief Executive and leadership team
- Team members within the ETITC ISB
- Kaimahi in similar roles across Industry Skills Boards
- Industry and community groups including Iwi, Hapū and Māori business groups, and national Māori organisations
- Education providers; schools, kura kaupapa, wānanga, ITPs, private training establishments
- New Zealand Qualifications Authority.

Delegations

Reports to:	Qualifications and QA Manager
Delegation authority	Tier 3 - As set by CE within the ISB Delegation Framework
Direct reports	None
Budget	None

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>

Electrotechnology, Information Technology and Creative

Sector Descriptors

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 information technology including computing, cybersecurity, software development, software testing, web design, information systems and technology, IT infrastructure
- Customer premises systems (including structured cabling, control and automation, signal reception and distribution, and wireless systems)
- Screen industry
- Data cabling
- Telecommunications
- Electrical engineering
- Electrical security
- Electrotechnology
- Refrigeration, heating, and air conditioning
- Industrial measurement
- Digital design and animation
- Journalism and content creation
- Creative writing
- Creativity and art
- Dance
- Entertainment and events including audio engineering
- Fashion
- Floristry
- Interior design
- Jewellery
- Music including DJ and music production, piano tuning
- Performing arts including costumes, hair, and makeup (for stage and screen), scenery, acting and drama
- Photography

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

C2591 Jewellery and Silverware Manufacturing (creative design and making of jewellery only) (split with Manufacturing & Engineering with specifics)

E3232 Electrical Services

E3233 Air Conditioning and Heating Services

E3234 Fire and Security Alarm Installation Services (electrical alarms) (split with Manufacturing & Engineering with specifics)

J5411 Newspaper Publishing

J5412 Magazine and Other Periodical Publishing

J5413 Book Publishing

J5414 Directory and Mailing List Publishing

UNCLASSIFIED

J5419 Other Publishing (except Software, Music, and Internet)

J5420 Software Publishing

J5511 Motion Picture and Video Production

J5512 Motion Picture and Video Distribution

J5513 Motion Picture Exhibition

J5514 Post-production Services and Other Motion Picture and Video Activities

J5521 Music Publishing

J5522 Music and Other Sound Recording Activities

J5610 Radio Broadcasting

J5621 Free-to-Air Television Broadcasting

J5622 Cable and Other Subscription Broadcasting

J5700 Internet Publishing and Broadcasting

J5801 Wired Telecommunications Network Operation

J5802 Other Telecommunications Network Operation

J5809 Other Telecommunications Services

J5910 Internet Service Providers and Web Search Portals

J5921 Data Processing and Web Hosting Services

J5922 Electronic Information Storage Service

J6020 Other Information Services

M6923

Engineering Design and Engineering Consulting Services (where relevant to electronic and electrical engineering) (split with Construction, Infrastructure and Manufacturing & Engineering with specifics)

M6924 Other Specialised Design Services

M6940 Advertising Services

M6991 Professional Photographic Services

M7000 Computer System Design and Related Services

R9001 Performing Arts Operation

R9002 Creative Artists, Musicians, Writers, and Performers

R9003 Performing Arts Venue Operation

S9421 Domestic Appliance Repair and Maintenance

S9422 Electronic (except Domestic Appliance) and Precision Equipment Repair (excluding locksmithing) (split with Manufacturing & Engineering with specifics)