



Education, Health, and Community

Industry Skills Board

Position Title

Qualifications Specialist

Group/ISB

Education, Health and Community

Reports to

Qualifications Manager

Location

Wellington/Remote

Position type

Fixed Term/ Full-time/

About the Industry Skills Boards (ISB)

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

The Industry Skills Boards 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. During the transition from the New Zealand Institute of Skills and Technology (NZIST) to a new industry-led training system, ISBs also temporarily manage work-based learning

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.
- **Overseeing work-based learning:** Ensure continuity and quality, where a work-based learning division has temporarily transitioned into an ISB.
- **Industry representation:** Act as the voice of their sector into the vocational educational and training (VET) system.

About The Education, Health and Community ISB

The Education, Health and Community ISB is responsible for strengthening the capability of Aotearoa New Zealand's education, health, disability, aged care, social services, and wider community-support workforce. See Sector **Descriptors at end of PD.**

The Education, Health and Community ISB is contributing to transforming workforce industry skills across Aotearoa. 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

It **sets and maintains qualifications, standards, and credentials, endorses vocational education and training programmes, and moderates' assessment** to ensure training is consistent, high-quality, culturally grounded, and aligned with sector expectations

The ISB also **advises on workforce needs and development priorities**, ensuring vocational pathways reflect employer demand and support a future-ready workforce across education, health, and community services.

As with all Industry Skills Boards, it also performs the statutory functions defined by the Tertiary Education Commission: setting and maintaining qualifications and standards, endorsing programmes, quality-assuring assessment, and advising on workforce development priorities.

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. To better serve those who have been traditionally underserved by the education system

Position overview

The Qualification Specialist provides strategic and technical leadership in the design, development, review, and maintenance of vocational qualifications, micro-credentials, and standards across the Education, Health and Community sectors.

This role leads complex qualification projects end-to-end, mentors junior staff, and works closely with senior industry stakeholders, regulators, and government agencies. The Qualification Specialist ensures all qualification products are industry-endorsed, future-focused, culturally responsive, and compliant with NZQA and ISB quality assurance requirements.

Key Accountabilities

Qualification Development & Review

- Lead the end-to-end development and review of qualifications, micro credential and skill standards for the Education, Health & Community Services sectors.
- Ensure qualification product content reflects current and emerging industry practice, workforce capability needs, and regulatory or legislative requirements.
- Apply robust development methodologies, including needs analysis, consultation, drafting, validation, and quality assurance processes.

- Produce clear, accurate, and well-structured qualification documentation aligned with NZQA standards and ISB expectations.
- Ensure qualifications are culturally responsive and uphold Te Tiriti o Waitangi principles.

Stakeholder Engagement & Collaboration

- Engage effectively with employers, industry associations, unions, providers, government agencies, and subject matter experts to gather insights and validate qualification content.
- Facilitate workshops, interviews, and technical advisory groups to support consultation processes.
- Build strong, trusted relationships across the Education, Health & Community Services sectors.
- Work collaboratively with other ISB functions including Quality Assurance, Engagement, and Workforce Strategy.

Team Mentoring

- Mentor and support Qualification Advisors and junior team members.
- Provide guidance on best practice qualification development and stakeholder engagement.
- Support the Qualifications Manager with planning, prioritisation, and reporting.

Cross-Functional Contribution

- Support the Qualification Manager with planning, prioritisation, and reporting.
- Contribute to ISB projects, sector initiatives, and cross-ISB collaboration where relevant.

Team contribution

- Liaise, collaborate and co-operate with team colleagues to improve performance and processes
- Support the participative management style of the ISB
- Build positive working relationships with all kaimahi across other ISB's who interact with our ISB to operate effectively.
- Provide a client-focused approach to customer needs, both internal and external, to ensure that all customers are responded to in a professional, timely and responsive manner
- Undertake other duties necessary to support the effective operation of our ISB as deemed to be in the scope of the role.

Te Tiriti o Waitangi

- Understands Te Tiriti o Waitangi and supports 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.

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 and

Experience

- Formal training or experience in instructional design, qualification development, or quality assurance is advantageous.

Knowledge

- Experience in qualification development, curriculum design, instructional design, or similar roles within vocational education, health, education, or community services sectors.
- Strong understanding of the New Zealand vocational education system, qualification frameworks, and quality assurance processes.
- Experience working with diverse stakeholders, including industry, providers, and regulatory bodies.
- Knowledge of the Education, Health & Community Services sectors, including workforce needs, regulatory settings, and service delivery contexts.
- Experience facilitating workshops, technical groups, or collaborative design processes.

Skills & Attributes

- Excellent written communication skills with the ability to produce clear, structured, and technically accurate documentation.
- Strong analytical and conceptual thinking skills.
- Ability to translate complex industry needs into coherent qualification structures.
- Confident facilitator with strong interpersonal and relationship-building skills.
- Highly organised, with the ability to manage multiple projects and deadlines.
- Commitment to Te Tiriti o Waitangi and to equitable outcomes for Māori, Pacific, and priority learners.
- Adaptable, collaborative, and comfortable working in a small, high-accountability team environment.

Programmes/technology

High level of proficiency in MS Office - Excel and PowerPoint, MS Teams, SharePoint

Relationships

This role will maintain key relationships with

- Qualification Manager
- Quality Assurance Specialists
- Engagement Managers
- Workforce Strategy and Insights teams
- Other ISB staff across the national ISB network

External

- Employers and industry representatives
 - Peak bodies and professional associations
 - Education and training providers
 - Government agencies and regulators
 - NZQA
 - Subject matter experts
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Delegations

Delegation authority	Level XXX
Direct reports	0
Budget	\$0

Specified industries

The specified Industries covered are outlined in the Education Health and Community Services Industry Skills Boards Order in Council 2025 located at the following link:

<https://www.legislation.govt.nz/regulation/public/2025/0286/latest/whole.html#LMS1553279>