



Position Description

Industry Portfolio Lead

Energy & Infrastructure Industry Skills Board (EIISB)

Reports to: Stakeholder Manager

Location: Wellington / Auckland / Regional

Position type: Permanent, Full-time

About the Energy & Infrastructure ISB

The Industry Skills Boards (ISBs) were established under the Vocational Education and Training Amendment Act 2025 to strengthen industry leadership in vocational education.

The EIISB holds sector coverage for civil infrastructure, energy, extractives and water. We work with industry associations, employers, training providers, and other stakeholder groups to ensure the vocational education system delivers skills that are relevant, future-focused, and inclusive. During the transition from the New Zealand Institute of Skills and Technology to a new industry led training system, ISBs also temporarily govern work-based learning.

Our functions include:

- Workforce planning, supported by accurate data and insights
- Setting and maintaining qualifications, standards, and credentials
- Endorsing vocational education programmes
- Quality assuring assessment
- Advising the Tertiary Education Commission and other agencies as relevant on workforce priorities.
- Collaborating with the other ISBs and other groups as appropriate
- Supporting the development of industry led curricula for Years 11 to 13 from 2028

Our Commitment to Diversity and Inclusion

We value diverse perspectives and are committed to improving outcomes for learners who have been historically underserved. We are a workplace that values and utilises diverse and inclusive thinking, people and behaviours. Our work gives effect to the Tertiary Education Strategy 2025–2030 and supports Māori Crown relationships consistent with Te Tiriti o Waitangi.

Position Overview

The **Industry Portfolio Lead** plays a critical role in connecting industry voice to the vocational education system. The role leads engagement and intelligence gathering across an assigned portfolio within the energy and infrastructure sectors, while also contributing to organisation-wide stakeholder engagement.

Reporting to the Stakeholder Manager, the Industry Portfolio Lead ensures industry perspectives are accurately reflected in qualifications, standards, programme endorsement, and workforce development advice, supporting a vocational system that responds to current and future workforce needs.

Key Responsibilities

Sector Engagement & Intelligence

- Lead relationships with employers, industry associations and peak bodies and other stakeholders across the assigned portfolio
- Gather and analyse sector intelligence, including workforce trends, regulatory changes, risks, and opportunities
- Represent the ISB at industry forums, advisory groups, events, and working groups
- Participate in cross-sector consultations, roadshows, and engagement initiatives
- Monitor regulatory, policy, and workforce risks and emerging issues relevant to the portfolio

Team Contribution and ISB collaboration

- Partner with the Stakeholder Manager to plan and deliver engagement across all EIISB sectors
- Work with internal teams to ensure sector insights inform qualification development, programme endorsement, moderation, and workforce advice
- Work collaboratively across all ISBs to strengthen engagement capability and consistency
- Undertake additional duties as required to support the effective operation of the ISB

Engagement Reporting and Evaluation

- Provide sector-specific input to support ISB functions
- Maintain high-quality engagement records using the ISB customer relationship management system and contribute to reporting and insights
- Evaluate sector engagement effectiveness and recommend improvements

Māori-Crown Relationships

- Support and strengthen Māori-Crown relationships through engagement practice
- Contribute to consistent, culturally grounded engagement approaches and tools
- Support positive industry practices and system settings that contribute to improved outcomes for Māori learners

Health, Safety and Wellbeing

- Take responsibility for personal health, safety, and wellbeing and ensure actions do not put others at risk
- Participate in health, safety and wellbeing activities, including induction and training
- Comply with the Health and Safety at Work Act 2015 and ISB policies

Skills, Knowledge and Experience

Qualifications / Experience

- Bachelor's degree in education, business, communications or a related field or equivalent experience preferred
- Proven experience in stakeholder engagement in complex, multi-stakeholder environments

Skills and Knowledge

- Understanding of the VET system and its regulatory context
- Demonstrated ability to build trusted relationships with industry, iwi, and employers

- Knowledge of energy and infrastructure sectors, particularly knowledge of the civil infrastructure and/or water sectors is advantageous
- Strong written and verbal communication skills, including facilitation and presentation
- Ability to synthesise sector intelligence into clear insights and advice
- Comfortable working collaboratively across teams and portfolios

Technology

- High level of proficiency in MS Office, Teams, SharePoint and Customer Relationship Management systems.

Key Relationships**Internal**

- Stakeholder Manager
- EIISB colleagues
- Industry engagement staff across other ISBs

External

- Employers and industry associations
- Workforce and education partners across the energy and infrastructure sectors

Delegations

- Direct reports: 0
- Financial delegation: None

Reference Documents

- Education and Training Act 2020 (VET Amendment Act 2025)
- Tertiary Education Strategy 2025–2030
- Energy & Infrastructure Sector Descriptors