

Learning Delivery Lead

Start Date: TBC

Contract Type: Full time, permanent

End Date: N/A

Location: Auckland

About Te Ara Ahunga Ora Retirement Commission

Te Ara Ahunga Ora is the office of the Retirement Commissioner. Te Ara Ahunga Ora aims to help New Zealanders to retire with confidence. Retiring with confidence means New Zealanders feel secure that they'll have resources to live and the know-how to make ends meet.

We focus on three areas; Retirement Policies, Retirement Villages and Financial Capability. As part of our role we advise Government on the policies that will enhance retirement outcomes for New Zealanders. We also help support individuals to better prepare for retirement, and we contribute to better understanding of what retirement means in the 21st century. Times are changing.

TĀ MĀTOU PŪTAKE

OUR PURPOSE

To empower the people of Aotearoa on their journeys to a better retirement

TĀ MĀTOU WHAKAKITENGA

OUR VISION

New Zealanders retire with confidence

TĀ MĀTOU KAUPAPA MĀTĀMUA

OUR MISSION

Provide *trusted information*, *informed advocacy* and *effective collaboration* to improve retirement outcomes for all.

OUR VALUES

Kia manawanui Let us be big hearted

E tipu, e rea We grab the best of both worlds to flourish

Me hoe tahi We paddle as one

He taonga te pono We treasure truth

Position purpose

The Learning Delivery Lead is responsible for the leadership of Learning Delivery team. The position oversees the successful delivery of Sorted at Work, Sorted in Schools and Sorted in Communities.



Key aspects of the role include

- Owns the successful delivery in market for Sorted at Work, Sorted in Schools and Sorted in Communities
- Develops and implements a delivery plan resulting in achieving target measures for Sorted at Work, Sorted in Schools and Sorted in Communities learning products
- Leads best practice delivery and continuous improvement
- Ownership of delivery performance results
- Oversees external supplier and partner contract negotiation, management and briefs
- Oversees team delivery projects to ensure they are delivered within agreed cost, time and scope
- Ensures effective internal and external relationships are in place to support success
- Planning and reporting for the Director, Financial Capability

Working relationships

Reports to:	Director, Financial Capability
Member of:	Financial Capability Team
Direct reports:	4
External relationships:	Works closely with external partners, suppliers and contractors to ensure effective programme delivery.
Internal relationships:	Works closely with Learning Development, Marketing, Communications and Digital teams

Responsibilities and Accountabilities

Lead with direct reports	
Navigating for the Future	
Leading with influence	Lead and communicate in a clear, persuasive, and impactful way; to convince team members to embrace change and take action.
Engaging Others	Connect with and inspire others to build a highly motivated and engaged team
Engaging with stakeholders	Focus on positive relationships and building consensus - whether working with industry, government agencies, community groups, or NGOs.
Identifying and developing talent	
Enhancing people performance	Manage people performance and bring out the best in team members to deliver high quality results
Developing talent	Build team capability through coaching and provision of development opportunities
Enhancing team performance	Build a cohesive and high performing team
Stewardship – of people, functions, organisation and systems	



Enhancing organisational performance	Drive innovation and continuous improvement within remit
Enhancing system performance	Work to identify and implement improvements to team systems and processes
Making it happen with and through others	
Managing work priorities	Plan, prioritise, and organise work to deliver on short and long-term team objectives
Achieving through others	Effectively delegate and maintain oversight of work responsibilities of team members
Flexibility	Take a creative approach; work cheerfully within and across teams to tackle different activities to improve outputs and help other team members

Specific Position Responsibilities

Pillar	Responsibilities
Trusted Information	<ul style="list-style-type: none"> • Ownership and accountability for product delivery of Sorted learning products including Sorted in Schools, Sorted at Work and Sorted Communities • Leads and continuously improves product delivery for Sorted learning products • Monitors innovation in delivery models to integrate into Sorted learning products • Partners with the Learning Development team to develop, maintain and continuously improve Sorted learning products • Oversees the quality assurance of delivery partners and facilitators
Informed Advocacy	<ul style="list-style-type: none"> • Effectively advocate for the need for trusted, independent financial capability information and education
Effective Collaboration (external)	<ul style="list-style-type: none"> • Works strategically and collaboratively to grow usage of Sorted learning products • Oversees external supplier and partner contract negotiation, management and briefs • Ensures effective external relationships are in place to support success of the Sorted learning products



	<ul style="list-style-type: none"> • Ensures team member presence at relevant conferences, events and meetings to support network development and raise the profile of Sorted learning products
Effective Collaboration (internal)	<ul style="list-style-type: none"> • Demonstrates a commitment to and respect for the Treaty of Waitangi and incorporate this into every aspect of work • Acknowledges other team members' skills, experience, knowledge, creativity, and contributions • Facilitates open communication and listens to feedback and input from other team members • Works cooperatively within team and across functions to deliver Te Ara Ahunga Ora outcomes and joint projects • Communicates respectfully and constructively to all team members • Actively participates in team and organisation wide meetings and events • Identifies improvement opportunities and collaboratively develops and implements solutions, seeking others' ideas and suggestions • Willing to openly share information and help team members in need • Understands diversity - cultural differences, gender, multiple viewpoints, special interest groups and age differences
Other	<ul style="list-style-type: none"> • Develops and implements a delivery plan resulting in achieving targeted measures of Sorted learning products • Develops sound business cases for delivery investment, working with relevant team members • Completes planning and reporting for the Director, Financial Capability as and when required • Monitors budget and cost centre management for Sorted learning delivery • Utilises robust evaluation, data and insights to drive innovation of Sorted learning delivery • Oversees project reporting and planning to ensure projects are delivered within, agreed cost, time and scope • Develops, monitors and continuously improves the high-level goals for Sorted learning delivery to ensure maximum reach and impact
Safety, Health and Wellbeing (all positions)	<ul style="list-style-type: none"> • Te Ara Ahunga Ora is 100% COVID-19 vaccinated workplace – when joining our organisation, there is an expectation that employees will be vaccinated. • Take reasonable care of own health and safety and ensure that actions don't cause harm to yourself or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way



	<ul style="list-style-type: none"> • Rectifying minor health and safety issues where authorised and safe to do so • Reporting any hazards including unsafe conditions, equipment or practices, as soon as practicable • Ensure not under the influence of alcohol, drugs or medication which affects your ability to perform duties safely or efficiently • Report any incidents or injuries sustained while working and seeking appropriate first aid • Ensuring all health and safety equipment is used correctly
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Essential skills and experience

- A tertiary qualification or relevant workplace experience
- At least 3 years’ experience in an operational leadership role in education, learning or training
- At least 3 years’ experience in leading teams to deliver results
- Relevant experience in business development and client relationship management
- Demonstrated experience showing the ability to forge new relationships and create strong partnerships
- Strong analytical skills to manage budgets, build measurements of success and achieve results
- Contract management and project management experience
- Strong experience with planning and operational implementation

Acknowledgement

This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of all tasks and duties. You will be required to perform other job-related tasks as requested and as necessitated by the development of this role and the organisation. This position description may also be modified and updated from time to time to reflect these changes.

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Employee

Date

Manager

Date

