

# KiwiRail | Position Description

## Learning and Development Facilitator (Operations) Learning and Development Team Human Resources

### **Purpose:**

The role of Learning and Development Facilitator is a responsible for providing high quality training to KiwiRail Staff and other operators in the rail network.

The scope of this training includes a range of technical courses as required by the business, as well as non-technical or 'soft-skills' programmes. Facilitators are expected to hold and keep current a range of LTOs in areas which align with their operational work experience at KiwiRail and which are a prerequisite for delivering technical training. In addition, the facilitator may leverage subject matter experts from within the business in the co-delivery of some programmes. The specific technical and non-technical courses delivered by each facilitator may change over time as the needs of the business changes.

The Learning and Development Facilitator reports to the Learning Delivery Team Leader, and is an active member of the wider Learning and Development team and function. This includes contributing to the continuous improvement of training and learning, collaborating on projects as required, and supporting colleagues by sharing information and knowledge.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to actively role-model and champion Zero Harm principles and behaviours".

### **Dimensions:**

**Reports to:** Learning Delivery Team Leader  
**Responsible for:** Nil  
**Location:** TBC (considerable travel will be required)  
**Budget:** Nil  
**Internal Contacts:** HR Managers and Principal HR Business Partners, Operations General Managers and Operations Business Unit Managers, Line Managers, Zero Harm Team and Human Resource Business Partners, Talent Acquisition Team  
**External Contacts:** ITOs, TEC, and other related learning providers, Training and Learning providers, regulatory bodies

### **Key Accountabilities**



<b>Training Delivery</b>	
<ul style="list-style-type: none"> <li>• Deliver KiwiRail training programmes using approved modules and resources.</li> <li>• Ensure a focus on quality and consistency in training delivery and facilitation.</li> <li>• Work on ad hoc projects to enable process improvement as directed.</li> <li>• Undertake training audits and needs analysis as directed.</li> <li>• Participate in allocated projects either in training design or delivery or participate with project delivery.</li> <li>• Participate in the evaluation and critique of the training programmes.</li> <li>• Utilise a range of adult learning methodologies to ensure learning is effective, engaging, and valued by the learner.</li> <li>• Ensure that training delivered meets all regulatory and other operational training specifications.</li> </ul>	
<b>Engagement</b>	
<ul style="list-style-type: none"> <li>• Work closely with Learning Delivery Team Leader to ensure the effective delivery of learning solutions within the business.</li> <li>• Work collaboratively with the Learning Design and Delivery Team and Learning Operations Team to assist in identifying learning needs, solutions, and design options for learning and development outcomes that meet the business needs and ensure strong engagement and compliance.</li> <li>• Work with other stakeholders in KiwiRail to ensure the Learning and Development team is able to use resources efficiently and effectively to achieve agreed learning outcomes.</li> <li>• Work flexibly to deliver training programs across the business, including national travel as required</li> </ul>	
<b>Training Documentation</b>	
<ul style="list-style-type: none"> <li>• All administrative processes are completed in an accurate and timely manner.</li> <li>• The Learning Management System (KLE) is maintained as directed.</li> </ul>	

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• 2-4 years' experience as a minder, RCO or senior shunter in the yard, preferably in a learning environment.</li> <li>• 2-5 years' experience in relevant area of discipline</li> <li>• Proven record of excellent people skills, including good communication and interpersonal skills</li> <li>• Computer literate, with good knowledge of MS Office applications</li> </ul>	<ul style="list-style-type: none"> <li>• Training delivery experience</li> <li>• Experience delivering learning management in a unionised workforce</li> <li>• Experience working with Learning Management Systems to effectively deliver learning solutions</li> </ul>

## **Education:**



Essential:	Desirable:
	<ul style="list-style-type: none"><li data-bbox="933 258 1299 325">• ITO registered assessor (where applicable)</li></ul>

