

**Position Description:**  
**Learning & Development Coordinator – Full Time Position**

**Reporting to:** CEO,  
**Number Of Direct Reports:** 0  
**Location of Role:** Gisborne New Zealand

**Vision:**

Wood Engineering Technology aspires to be world leader in innovative, high performing and sustainable engineered wood products. We believe our products can play a key role in providing optimised solutions to meeting the demands of the residential and commercial construction sectors both locally and abroad.

**About WET Gisborne Limited**

WET Gisborne Limited (WGL) is a joint venture between Wood Engineering Technology and Trust Tairāwhiti to build a number of advanced manufacturing facilities producing an engineered wood product, branded Optimised Engineered Lumber (OEL™).

These advanced manufacturing facilities apply the latest technologies and processes available globally to our wood processing capabilities including Industry 4.0 concepts. The team are focused in harnessing the best outcomes from these technologies and continuing to develop and improve our people, products and processes, while remaining highly focused on our customer's needs.

**Position Overview**

An energised individual is required to fulfil the fulltime role of our learning and development coordinator within business. The learning and development coordinator is expected to be a strategic thinker with fantastic organisational and time management skills. You will have excellent research skills with the ability to multitask and adapt in a fast-paced environment. The role's primary focus is the development and management of a learning and development plan for staff, together with supporting other onsite HR activities. The person in the role we will be expected to conduct some training activities themselves which may include on the job training within the production process.

To ensure success, the learning and development coordinator should understand the business operation and decision-making processes with a keen interest in producing targeted and tangible results by creating an effective and efficient workforce. You will be an innovative, strong decision-maker and an outstanding facilitator of learning and change.

The role will focus initially on supporting the development and implementation of a school leavers program.

Remuneration is highly competitive and the work environment one that prides itself on being open, supportive, and focused on achieving the best outcomes possible for the staff and the organisation as a whole.

## **Objectives & Duties Of Role**

- Identify and assess the training needs of the organisation through job analysis, career paths and consultation with managers.
- Develop individualised and group learning and development programs that address specific business needs.
- Support the development of training material that targets tangible results.
- Ensure the business SOPs are consistently presented and deliver continuous improvement in this material and how it is delivered
- Implement effective and purposeful training methods.
- Effectively manage the training budget.
- Evaluate organisational performance to ensure that training is meeting business needs and improving performance.
- Assess employees' skills, performance, and productivity to identify areas of improvement.
- Deliver training to staff, including both classroom and on the job training
- Develop competencies within plant operations to support appropriate assessment and delivery of on the job based training.
- Drive business cultural values through all learning and development activities.
- Effectively communicate with team members, trainers and management.
- Create a curriculum to facilitate strategic training based on the organisation's goals.
- Select and manage resources, including working with both internal employees and training organisations to develop and deliver training.
- Manage the technologies and technical personnel required to develop, manage and deliver training.
- Keep abreast of training trends, developments, and best practices.
- Provide support for HR activities in relation to employee onboarding and exiting processes

## **Required & Desired Qualifications**

### **Required**

- Completed secondary education
- Completed courses in HR and/or delivering of training

### **Desired**

- Degree in human resources or a related field

## Required & Desired Skills and Experience

### Required

- Excellent written, verbal and interpersonal communication skills
- A minimum of 2 years experience in training and development management.
- Highly computer literate with proficiency in MS Office and related business and communication tools.
- Familiar with traditional and modern training processes.
- Excellent organisational and time management skills.
- Meticulous attention to detail.
- Prepared to get hands dirty and work within an automated production environment.
- Critical thinker with innovative problem-solving skills.
- Strategic and creative mindset.

### Desired

- Mechanical aptitude
- Understanding of manufacturing concepts and key related success factors
- Superb track record in developing and executing successful training programs

## Desired Personal Attributes

- Performs duties with urgency but also care and attention.
- Personal productivity and that of the team and plant are important principles.
- Strives to get things right 1<sup>st</sup> time and if not achieved learns from mistakes to ensure errors are not repeated.
- Delivers a continuous improvement ethos to all that you do.
- Maintains a positive, collaborative and committed attitude and helps foster the same across the team.
- Enjoy working as part of a team breaking new ground.
- Approachable and a good communicator
- Patient and with the ability to work well under pressure
- A willingness to demonstrate and help cultivate our core cultural values:
  - **'Sleeves rolled up'** (*we all get stuck to get the job done on any task that is required*)
  - **'Committed to each other'** (*we are all in this together and our collective performance, together with our health, safety and wellbeing is what will make the difference*)
  - **'Building a better tomorrow, today'** (*we think ahead and endeavour to do the job right 1<sup>st</sup> time, while acknowledging development and continuous improvement is the norm and the expectation*)
  - **'Passionate'** (*we care, and enjoy our job*)