



Emergency Management Training Centre – Quality Assurance Coordinator

Purpose / Te Arotahi Matua

To develop and implement the Emergency Management Training Centre (EMTC) quality assurance processes. This includes support to the instructors to deliver quality Civil Defence Emergency Management training, overseeing assessment and moderation and identifying opportunities for ongoing improvement in the way EMTC operates as a Private Training Establishment to best meet the needs of key stakeholders including Canterbury Territorial Authorities.

Position / Nohoanga



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CE	
Employee	

Accountabilities / Ngā Kawenga Takohanga

1. Manage the EMTC Quality Management System including implementation, review and updating of the Quality Management System to support ongoing quality improvement.
2. Ensure key NZQA compliance requirements are met to maintain PTE registration.
3. Oversee course development and review to ensure courses are current and meet the needs of stakeholders and students.
4. Assure the quality of teaching and learning through instructor support which includes identifying opportunities for professional development and systems for internal and external feedback.
5. Assist in securing and retaining funding including Tertiary Education Commission, National Emergency Management Agency and other funding sources by ensuring any documentation is completed and that key reporting activities are undertaken.
6. Coordinate reporting requirements, both internal and external, so that key stakeholders are updated.
7. Coordinate the development and implementation of EMTC Health and Safety processes.

Working Relationships / Ngā Hononga Matua

Within the organisation / Ki rō Kaunihera

- Accountable to Emergency Management Advisor- Training and Development/EMTC Manager. This role has the overall responsibility for CDEM Training and Development, including EMTC.
- Work closely with the EMTC Training Coordinator to ensure pre, during and post course activities are delivered according to the QMS while identifying opportunities for improvement.
- Work with the Environment Canterbury Health and Safety team to ensure alignment with Environment Canterbury requirements and processes.
- Regular collaboration with the rest of the Regional Emergency Management Staff who contribute to EMTC through their roles as SME's and at times, instructors.
- Liaise frequently with EMTC Instructors and Contractors. EMTC has a number of casual employees and contractors who deliver training courses.

Outside the organisation / Ki waho Kaunihera

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Work with Canterbury Territorial Authorities Emergency Management Staff with the purpose of continuously improving the quality of the training provided.
- Engage at times with EMTC Students on wider aspects of their study with EMTC.

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- Work with the National Emergency Management Agency (NEMA). NEMA coordinate the CDEM Training Fund and have a range of reporting requirements including those required to meet Tertiary Education Commission Requirements.
- Work with NZQA to maintain EMTC compliance requirements.

Health and Safety / Hauora me te Haumaru

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Delegations and Authorities / Ngā Tuku Mana me ngā Whaimana

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Capabilities / Ngā Pūmanawa me te Āheitanga

Qualifications / Tohu Mātauranga

- Diploma in Adult Education and Training or equivalent

Experience / Mātau ā-wheako

- Academic/Quality assurance within a Tertiary Education Organisation/Private Training Establishment
- Health and Safety system development and implementation
- Educational audit/self-review experience
- Written and verbal communication skills including meeting facilitation and report writing
- Experience of NZQA unit standard moderation
- Emergency Management operational/training experience an advantage

Core competencies / Ngā mea matatau

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the HR Kete or the Environment Canterbury Careers website.

Customer Focus

Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.

Business Acumen

Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic,

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