

Professional Learning & Development Lead - Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

The PD Manager is responsible for the development and management of PD programmes and management of the PD facilitation team.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

National Service Centre, Regional Office or Home based –

Reporting

PD Manager – reports to the Pedagogical Lead.

Direct Reports

PD Facilitators

Key Relationships

- PD participants
- Regional Support Leads
- Centre Advisors
- Ministry of Education SELO representative
- Education team



“Whānau tupu ngātahi – families growing together”

Key accountabilities	
Leadership	<ul style="list-style-type: none"> • As a member of the Playcentre management team, takes a proactive leadership role to collaborate, drive and lead performance supporting a strong centre focus. • Generates confidence and commitment, leading by example, demonstrating and modelling Playcentre values. Provides clear direction enabling others to perform to their optimum. Know and respects their staff, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and persuade. • Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values. • Set objectives and drives results. • Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise. • Manages key stakeholder relationships.
Role Specific	<ul style="list-style-type: none"> • Manages expenditure daily, reporting against budgets as required. Oversees the compliance with Grant funding approvals and reporting. • Support the Pedagogical Lead in the procurement process for PD contracts e.g. SELO 1. • Contribute to the national planning and allocation of PD programmes. • Develop and promote PD programmes. • Responsible for the recruitment and management of the PD Facilitating team, ensuring that the organization has the staff to provide PD support as required. • Ensure systems are in place to manage administration and coordination of programme as well as recording relevant data for reporting purposes. • Report on progress of PD programme as required to ensure funding deliverables are met. • Liaise and build stakeholder relationships to support effective delivery of the PD programme. • Manage performance of direct reports including completion of annual performance appraisals.

Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. • Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.

Key competencies	
Communication with influence	<ul style="list-style-type: none"> • Earns respect through competence in role and acting with honesty and integrity. • Conveys and supports agreed messages with relevant examples, demonstrations and stories. • Solution focused. • Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide expert and valued advice to support stakeholders (internal and external) and build trust. • Draws on own knowledge and expertise to provide relevant advice to stakeholders.
Delivering results	<ul style="list-style-type: none"> • Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results. • Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders. • Well-developed influencing skills to achieve effective outcomes that are owned by stakeholders. • Excellent communication skills, both oral and written. • Recognises the “big picture” in issues while also attending to detail. • Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Keeps abreast of Early Childhood Education good practice, trends and issues across the sector and related areas. • Highly motivated and results orientated. • Positive attitude with proven customer focus. • Proficient in working collaboratively. • Committed to Playcentre philosophy and values. • Early Childhood Education / Playcentre experience or knowledge is desirable.