

Technical Training Coordinator



WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

See it through - whakamaua kia tina

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	Head of Technical Training
Your Team – To tīma:	People & Safety
Direct reports - Kaimahi:	No

You'll support the effective deployment of Field & Sales Training and related technical learning programmes and initiatives and contribute to the continuous improvement of technical learning at Farmlands. This role is responsible for coordinating and organising all technical training programmes, courses and learning activities, managing and maintaining relevant LMS content, reporting and functionality, analysing and reporting on learning effectiveness and performance and acting as a key support to Training Leads. You'll also support the wider People & Safety team in driving the vision and values of the business.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

Safety and wellbeing - Haumarutanga

- Actively contribute to a safety-first culture by:
- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

Digital Learning & Content Development

- Create and edit training materials using Canva, Articulate 360 (Rise is our primary Articulate 360 tool), and other interactive learning tools.
- Ensure engaging and visually appealing content for online and in-person training sessions.

LMS (Totara/The Greenhouse) Administration & Course Support

- Support Leads with digital assets and interactive learning experiences.
- Support managing the Learning Management System, including course setup, updates, and reporting administration.
- Support learners with system navigation and troubleshooting.
- Ensure training records and reporting are accurate and up to date.
- Maintain accurate learner records including off-line training activity (F2F workshops, field app data etc.)
- Continuously enhance the LMS and optimise functionality to ensure a first-class learner experience

SharePoint & Communications

- Maintain and update SharePoint pages for the technical training programmes.
- Plan and implement the Comms plan, maintaining a forward planned approach to comms and promotional activity related to technical learning
- Post updates and communications on training programmes via Internal and external communication channels including SharePoint Pages.
- Support & drive internal communication strategies to drive engagement in training programs.

Training Programme Support

- Assist in the implementation and ongoing management of technical training programmes.
- Work with Training Leads to update and improve training content.
- Support the Technical Training Lead in driving continuous improvement in training delivery.
- Oversee the ongoing coordination and management (including communications, planning, and scheduling of established technical learning programmes)
- E-learning module development when required
- Support the implementation of Supplier training partnership
- This role requires support for in-person training across New Zealand, with travel expected approximately twice per quarter.

Reporting & Analytics

- Generate and analyse reports on training effectiveness, learner engagement, and system usage.
- Provide insights to improve learning experiences and program outcomes.

General Administration

- Handle administrative tasks related to all technical programmes.
- Ensure all learning materials are well-organised and easily accessible to Leads and Learners when required.

**Professional
Development -
Whakawhanaketanga**

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

**Experience - Āu
tautōhitotanga**

- Experience in a similar role preferred.
- Strong experience in digital learning tools (Canva, Articulate 360, or similar).
- Hands-on experience managing LMS platforms (Totara preferred).
- Experience supporting Training Leads as key stakeholders.

**Qualifications –
Āu tohu mātauranga**

- An HR or training-related qualification is desirable but not required.

**Knowledge –
Āu mōhiotanga**

- Proficiency in Microsoft 365 packages & SharePoint.

**Skills –
Āu pūkenga**

- Ability to create visually appealing training materials and interactive content.
- Strong organisational skills and ability to support multiple projects simultaneously.
- Excellent communication skills, both written and verbal.

**Personal Attributes –
Ōu āhuatanga**

- Self-motivated and able to work independently with minimal supervision.
- High attention to detail and strong problem-solving skills.
- Adaptable and able to thrive in a fast-paced environment.
- Passionate about training and learning development.

Farmlands Leadership Behaviours

CREATE	CONNECT	DELIVER	GROW
CREATE CLARITY	BUILD CONNECTIONS	DELIVER RESULTS	GROW SELF, GROW OTHERS
<p>Understand the bigger picture – you understand our vision, strategy and plans and what’s expected on how to deliver this.</p>	<p>Forge connections – you have strong relationships with the people around you, your customers and communities. You create connections outside of your immediate team with those who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.</p>	<p>Take people with you – you inspire people through your commitment and enthusiasm to the future of our business. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p>Have a growth mindset – your resilience helps you to be agile, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.</p>
<p>Have a plan – you establish a vision and course of action that’s aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.</p>	<p>Create purpose and belonging – you create meaning for your team by uniting them around a common goal. You’re authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.</p>	<p>Think and act like an owner – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don’t confuse activity with results. If you lead people, you set clear expectations for every team member.</p>	<p>Develop capability – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.</p>
<p>Clarify the ‘why’ – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.</p>	<p>Take people with you – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p>Insights driven – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and grow/adapt. You are focused on building a stronger organisation tomorrow than today.</p>	<p>Get out of the way – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.</p>

HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR:

LEADS SELF

<p>Create Clarity: <i>By understanding your role and how it contributes to the bigger picture you will make the right decisions</i></p>	<p>Build Connections: <i>You have strong relationships with your team and the people you work alongside to achieve success as a</i></p>	<p>Deliver results: <i>You deliver to the expectations of your role.</i></p>	<p>Adapt and grow: <i>. being agile and resilient, listening and responding to feedback, and putting in the effort</i></p>
<p>Align with the bigger picture –</p> <ul style="list-style-type: none"> work is directly aligned with our vision, strategy and plans. know what's expected and how to deliver. <p>Have a plan –</p> <ul style="list-style-type: none"> have a vision and course of action that's aligned to our strategy. help others understand how they fit in. <p>Clarify the 'why' –</p> <ul style="list-style-type: none"> understand and make it clear how activities and decisions benefit the customer and the co-operative. 	<p>Forge Connections –</p> <ul style="list-style-type: none"> create strong relationships with others. <p>Create purpose and belonging –</p> <ul style="list-style-type: none"> you and your team are united around a common goal. promote diversity and allow others to express themselves. <p>Take people with you –</p> <ul style="list-style-type: none"> inspire people through your energy, commitment and enthusiasm consider information from a range of sources in decision making. 	<p>Create structure –</p> <ul style="list-style-type: none"> plan and create structure to get things done. be agile and look to work in new ways. <p>Enable performance –</p> <ul style="list-style-type: none"> take responsibility for your performance and deliver to a high standard. <p>Think about the business –</p> <ul style="list-style-type: none"> think and make decisions with a commercial lens seek new information focused on building a stronger Farmlands. 	<p>Apply a growth mindset –</p> <ul style="list-style-type: none"> be agile, persist through challenges and learn from feedback. actively engage in self-development and apply learnings. <p>Develop capability –</p> <ul style="list-style-type: none"> coach others to build capability and achieve their potential. know and support others to take ownership of their development. <p>Get out of the way –</p> <ul style="list-style-type: none"> empower others by creating space for them to do their best work. make it safe for others to try new things and learn from mistakes.

LEADS OTHERS:

<p>Create Clarity: <i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i></p>	<p>Build Connections: <i>This is about the relationships you create with your team and the teams you work closely with.</i></p>	<p>Deliver Results: <i>This is about achieving results through others.</i></p>	<p>Grow yourself, grow others: <i>Growth is how we make ourselves, our teams and our co-operative better.</i></p>
<p>Understand the bigger picture –</p> <ul style="list-style-type: none"> understand our vision, strategy and plans. know what's expected of you and how you should deliver this. <p>Have a plan –</p> <ul style="list-style-type: none"> establish a vision and course of action that's aligned to our strategy help others understand their contribution to our vision and strategy. <p>Clarify the 'why' –</p> <ul style="list-style-type: none"> make it clear how activities and decisions benefit the customer and the co-operative. provide further context where required to overcome resistance. 	<p>Forge connections –</p> <ul style="list-style-type: none"> create strong relationships with your team and others who have an influence on your work. <p>Create purpose and belonging –</p> <ul style="list-style-type: none"> create meaning for your team by uniting them around a common goal. authentic and promote diversity. <p>Take people with you –</p> <ul style="list-style-type: none"> inspire others through your energy, commitment and enthusiasm. lead by example through consistency and demonstrating the Farmlands Leadership behaviours. 	<p>Create structure –</p> <ul style="list-style-type: none"> plan and create structure to get things done. agile and look to work and lead your team in new ways. <p>Think and act like an owner –</p> <ul style="list-style-type: none"> take responsibility for your performance and delivering to a high standard set clear expectations for every team member and hold them to account. <p>Insights driven –</p> <ul style="list-style-type: none"> make decisions with a commercial lens and seek new information to generate ideas. innovate, disrupt and challenge the norm. focus on building a stronger Farmlands. 	<p>Have a growth mindset –</p> <ul style="list-style-type: none"> embrace the new and lead with agility actively engage in self-development and apply learnings. <p>Develop capability –</p> <ul style="list-style-type: none"> coach others to build capability and achieve their potential. know your team and support and empower them to learn, grow and develop. <p>Get out of the way –</p> <ul style="list-style-type: none"> empower others by delegating and creating space for them to do their best work. make it safe for others to try new things and learn from mistakes.