Practice Leader - RNZPC

Position Details

Reports to: RNZPC Workgroup Manager

Executive Group: Chief Operating Office

Workgroup: Leadership, Talent and Development

Location: RNZPC

Role Level: Leading Leaders

Employee Type: Employee & Constabulary

Shift Work/Non-Shift Work: Non-shift work

Remuneration Range: Band J

Delegated Financial Authority: Nil

Direct Reports: Variable

Working at Police (who we are)

New Zealand Police delivers services that ensure people can be safe and feel safe in their homes, on our roads and in their communities. Police operate 24 hours a day in a complex environment actively targeting and preventing crime and harm. With around 16,000 staff, we work from urban and rural stations and larger policing hubs.

We operate on land, sea and in the air, and respond to more than 1.2 million events per year – answering more than 992,000 111 calls and over 650,000 non-emergency calls.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver our business and achieve long-term change.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses, and other public sector agencies to achieve our vision to have the trust and confidence of all.

The RNZPC is the home of training design, delivery, and evaluation of training and professional development for Police. This position description reflects the generic accountabilities for the Practice Leader role in RNZPC. To support the delivery of these outcomes the Practice Leader will be responsible for the development, delivery, and evaluation of training within respective workgroups. The Practice Leader will ensure all teaching and learning programmes, and/or courses adhere to approved teaching and learning methodologies and effectively support police capability development and operational effectiveness. The Practice Leader will also provide leadership in developing communities of practice and innovation in teaching and learning programme development, teaching, and research.

The RNZPC has a range of workgroups, including Initial Training, Frontline and Tactical Training, Dog Training Centre, Prevention, Investigations, Intelligence, Leadership & Development, Academic and MPES. This position description reflects the generic accountabilities for the Practice Leader role at RNZPC. Specific portfolios will have particular SME requirements which will be set out in the job advertisement for the role.

Some positions as specified in the advertisement may only be available to Constabulary appointees.

Responsibilities (what you'll be doing)

The Practice Leader (RNZPC) will:

1. **Keep Our People Safe**
   - Exercise your health and safety due diligence.
   - Foster a safe and supportive culture by leading the integration of safety, health, and wellbeing into all aspects of the workplace including planning, training, and operations.
   - Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
   - Monitor health and safety events, encourage near miss reporting, debriefs with a lessons-learned mindset, and resource incident reviews to a level commensurate with their significance.
   - Proactively manage employee preventative health initiatives and return to work from injury or illness.

2. **Management of Teaching and Learning**

   Lead the development, delivery, and evaluation of all aspects of high-quality teaching and learning programmes that effectively support police capability development and operational effectiveness.

   This is achieved by:
   - Ensuring that all development, design, implementation, and evaluation is in strict accordance with RNZPC teaching and learning methodologies and processes related to best education and police practice.
   - Ensuring alignment of programmes with organisational direction, priorities, and legislative requirements.
   - Providing subject matter expertise and training advice (consistent with RNZPC strategy and protocol) with RNZPC leadership, staff, students, and key stakeholders.
   - Ensuring all planning, programming, coordination, integration, and marketing of relevant teaching and learning initiatives is consistent with RNZPC strategy.
   - Managing the development and ongoing evaluation of competency standards/frameworks.
   - Ensuring all programmes are appropriately resourced, structured, timetabled and delivered to a consistent and professional standard.
   - Managing the delivery of the mandated programme in accordance with national standards and as agreed between the RNZPC and districts.
   - Ensuring staff are provided with the opportunity to be fully trained and assessed in all aspects of mandated training.
   - Ensuring there is consistent delivery across all districts.
   - Ensuring there are quality assessment regimes in place to moderate training ensuring adherence to the curriculum.

- Ensuring planned activity and programmes are managed within budget and appropriate financial reporting mechanisms are in place.
- Improving learning pathways by implementing new teaching and learning strategies (e-Learning, enhanced scenario, virtual delivery, etc.)
- Facilitating the delivery of residential courses and providing support to programme delivery as required.
- Assisting in the facilitation and/or delivery of other nationally run teaching and learning programmes.
- Actively promoting ongoing learning opportunities for students.
- Maintaining regular liaison with external agencies in relation to best practice standards and working in close partnership to develop teaching and learning programmes for these agencies as required.
- Undertakes other duties to support workgroup deliverables as required.

3. Programme Development and Quality Management

- Work proactively within internal and external communities of practice to develop and maintain standards of best practice and innovation in all teaching and learning programmes, and to ensure national consistency in programme development and delivery.
- Maintain liaison with key stakeholders, within the national community of practice and wider Police organisation, to ensure teaching and learning programmes continue to support police capability development, reflect operational needs and are appropriately targeted.
- Ensure that the learning environment and programme delivery meets the needs of students as well as supports and reflects police values, police strategic goals and the level of professionalism and quality service expected of police employees.
- Responsible for ensuring approved quality management, evaluation, reporting and review mechanisms are in place that support ongoing development, continuous improvement and effectiveness of programmes in relation to meeting both organisational and individual needs.
- Facilitate the implementation of findings and recommendations resulting from evaluation of teaching and learning programmes and procedures.
- Prepare business cases, position papers and/or budget plans to support programme development.
- Identify priorities for change and initiate strategies to meet the changing environment in which NZ Police operates.
- Research and/or keep current with national and international literature and/or trends relevant to police training, education and best practice.
- Ensure new policies and strategies established by the Police Executive or the RNZPC are integrated into teaching and learning programmes and processes.

4. Student Management

- Ensure a learning environment is provided that meets the needs of students, is consistent with best education and police practice and the quality of service and professionalism required of police employees.
- Ensure an individual approach is taken with each student, enabling their learning needs to be met.
- Ensure systems are in place for the appropriate assessment, documentation, communication and monitoring of student performance and achievement levels.
- Review study performance discrepancies and results and ensure quality feedback is provided to students to resolve areas of misunderstanding and to provide opportunity for improvement.
- Provide advice and ensure appropriate remedial/tutorial training and welfare support for individuals is available and that progress is monitored.
- Support the Manager in managing complaints, appeals and student misconduct.

5. Leadership and Professionalism

- Facilitate individual and team development by demonstrating appropriate leadership, role modelling, coaching and mentoring practices.
- Provide support and direction to individuals by assisting them to understand organisational needs and their role in achieving organisational outcomes.

- Provide leadership in the development and maintenance of national communities of practice; encouraging individuals to proactively develop appropriate professional relationships.
- Develop and lead a challenging, collaborative and accountable work environment within which team members can achieve their objectives, both personal and professional.
- Encourage innovative ideas from team members and promotes opportunities to implement ideas within training where appropriate.
- Act as a champion of change and encourage staff to identify opportunities for positive change.
- Ensure staff and students are aware of Police's Values and expected standards of behaviour as well as their obligations under the Code of Conduct, with any breaches of conduct being managed in a timely and appropriate manner.
- Maintain highest standards of professionalism in all situations and interactions with staff, students and other colleagues.
- Support and explain decisions made by the Police Executive and/or the RNZPC leadership in all relevant forums and discussions.
- Maintains a working knowledge of operational police work and procedures.

6. General Management

- Keep up to date with technological, legislative, strategy, policy and procedural changes relating to operational and administrative aspects of policing and ensures these are reflected in areas of responsibility.
- Manage and/or contribute to the analysis, planning, development and implementation of specific projects and RNZPC business planning processes.
- Work with other managers (both internal and external to the RNZPC) to achieve optimum resource use and 'best result' for the organisation as a whole.
- Promote and ensure alignment with key NZ Police strategies including Our Business, Prevention First, Te Huringa o te Tai, O Le Taiao Fou, and the Ethnic Strategy.
- Ensure that the diversity of the customer base is respected in all undertakings.
- Ensure responses to requests for advice or information, are prompt, accurate and provided within a quality customer service framework.
- Develop mechanisms for detecting actual and potential training delivery problems (including symptoms, causes and effects), finding the best solutions and mitigating service delivery risks.

7. Relationship Management

- Relationship Management and Customer Focus
- Provide leadership in developing and maintaining strong partnerships, relationships and communities of practice across the Police organisation and externally.
- Establish and maintain appropriate professional internal and external working relationships with all stakeholders and partners impacting upon the position and RNZPC teaching and learning programmes.
- Provide proactive, timely and accurate advice and shares information appropriately.
- Develop and fosters an understanding of roles and responsibilities with key relationships.

8. Team Management

- Lead, develop, and maintain a high performing team.
- Ensure strong, effective, and professional channels of communication amongst the team and within the communities of practice.
- Build and encourage cross-functional teams across workgroups, the wider RNZPC and Police organisation, to integrate curriculum development and delivery and to achieve optimum resource use and "best result" for the organisation as a whole.
- Monitor the performance of the team, ensuring appropriate career/professional development and learning opportunities are available.
- Encourage behaviour that develops a constructive and ethically sound culture.
- Monitor staff and own workloads to ensure they are equitable and reasonable; taking appropriate action to address any issues.

- Ensure that all team members (and self) have up to date and effective leave management plans in place, that meet the needs of both the employee and the organisation.
- Lead and manage own team to the best possible effect within legal and contractual obligations and national strategies, policies and guidelines.

9. Resource management

- Ensure facilities are well maintained.
- Ensure there are appropriate systems in place for the inspection, testing and maintenance of all facilities and equipment.
- Ensure the usage of training facilities is optimised through effective rostering and training schedule practices.
- Ensure staff are effectively deployed to support the training needs.
- Consult and consider District needs when determining rosters and schedules.

10. Universal Responsibilities

All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The Practice Leader (RNZPC) can expect to build and maintain effective relationships with:

Internal	RNZPC Directors RNZPC leadership PNHQ business groups Trainees/students
External	Other government agencies as relevant External venue and training providers

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the Practice Leader (RNZPC) will demonstrate:

- Risk management: Knowing how to respond to an escalated risk and support those who are managing risk.
- Cultural confidence: Knowing how to build trust and confidence in our diverse communities.
- Safer people: Knowing how to monitor and manage health and waiora (well-being) across teams.
- Partnerships/Stakeholders: Having the experience to integrate contributions from a range of stakeholders.
- Operating environment: Having the experience to coordinate a range of teams and resources.
- Continuous improvement: Having the experience to proactively share innovative approaches.
- Coaching: Having the experience to coach leaders.

- Unconscious bias: Having the experience to apply strategies that mitigate the effect of unconscious bias in policies and processes.
- Reflection: Having the experience to enable leaders to embed reflective team practices.

Additional information: (what you need to know)

General Requirements

- Skills and experience relating to the relevant portfolio is critical. This may include qualifications such as firearms qualification, defensive tactics qualification, proficiency with mātauranga me ona tikanga Māori, police dog handling certification, investigations qualifications, etcetera.
- Extensive Police experience (preferably frontline for tactical portfolio holders) and CPK at the relevant rank for constabulary employees.
- High degree of interpersonal, professional, and tactical skill and experience.
- Ability to develop and maintain strong stakeholder relationships and community of practice.
- General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).
- Previous training background or relevant adult learning qualification.
- Personal attributes and temperament relevant to an adult learning and coaching environment.

Portfolio Areas:

- Initial Training
- Mental Health, Family & Sexual Violence, Youth Prevention
- Investigations
- Intelligence Analysis
- Emergency Communications Training
- Service Group Training
- Frontline Safety & Tactical Training
- Iwi & Community
- Dog Training Centre

Pre-Employment Checks

- Non-core children's worker, safety check required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.

Work Environment

- Location RNZPC and multiple locations nationwide
- Flexibility options: Flexible work options available.
- Travel requirements: some national travel may be required.