

Ākonga Safety Checking Coordinator

Kaupapa | Purpose

1. The purpose of this role is to oversee and administer the police vetting process for students, ensuring all checks are conducted accurately, efficiently, and in compliance with legal, privacy, and organisational requirements.
2. The role is responsible for coordinating vetting applications, maintaining confidential records, and liaising with relevant internal stakeholders and external agencies to support timely clearance outcomes.
3. Through effective governance and attention to detail, the role safeguards the organisation, supports student eligibility for placement or study, and ensures a safe and compliant environment for all.

Reports to: Clinical Experience Manager

Team: Centre for Health and Social Practice – Clinical Experience Team

Remuneration: IEA rem band 3 (\$59,700 - \$74,600)

Date: 23 June 2026

Ngā mahi | Do

- Oversee and process police vetting for ākonga (students) preparing for placements Wintec wide.
- Support Programme Placement Co-ordinators and Team Managers by ensuring all necessary documentation and steps are completed accurately.
- Accurately input and update ākonga data into relevant systems – (NZ Police Vetting Service Database, Wintec VCA Safety Checks Database).
- Read and summarise police reports where there is a result. Refer to Wellbeing and Safety Director for review and advice. Action any advice given.
- Coordinate outcomes and ensure all appropriate processes are completed within a reasonable timeframe.
- Daily Monitor the Wintec Safety Checks mailbox - follow up on student and staff enquiries regarding:
 - Police vetting
 - Nominated Referee checks.
 - Requests by ākonga to regenerate referee emails safety checks confirmation letters or NZ Police reports/results

Health, Safety and Wellbeing

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;
- Significant hazards are eliminated, isolated and/or risk minimised;
- Staff in the area of responsibility are involved in the hazard management process;
- Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;
- Follows all Wintec's policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);
- Demonstrates an understanding of and commitment to Wintec mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

- Minimum 3 years' experience in administration and coordination roles, preferably within a Health & Safety or compliance-focused environment
- Demonstrated experience or an understanding of relevant legislative frameworks (e.g. Children's Act / Children's Worker requirements)
- Working knowledge of police vetting processes would be an advantage

Technical & Professional Skills

- Ability to interpret and apply legislation, policies, and organisational procedures in a practical setting
- Strong problem-solving skills, with the ability to exercise sound judgement when coordinating sensitive or complex situations
- Proven ability to maintain confidentiality and exercise discretion, particularly when handling personal or sensitive information
- Highly organised, with strong coordination and administrative skills, ensuring accurate and timely processing of vetting requirements

Behavioural Competencies

- Demonstrated ability to use initiative and work both independently and proactively
- Strong interpersonal and relationship management skills, with the ability to build trust and communicate effectively across all levels of the organisation
- Ability to collaborate effectively with colleagues and key stakeholders, including the Wellbeing and Safety Director, to resolve issues and achieve agreed outcomes
- High level of integrity and professionalism, ensuring strict adherence to company policies and legal obligations

Key Capabilities

- Ability to balance multiple priorities and manage competing deadlines
 - Attention to detail with a commitment to accuracy and compliance
 - Confidence in handling sensitive conversations and documentation
 - Commitment to continuous improvement of processes and systems
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Wintec Values



We lead with aroha, act with humility, and create space for others to belong. Manawa nui reminds us to extend compassion, to uplift each other, and to hold firm in our values under pressure.



This is about persistence, patience, and progress. Manawa roa calls us to stick with challenges, grow through feedback, and support each other's learning journey — even when things get hard.



Manawa ora speaks to collective wellbeing. It's about restoring balance, nurturing mauri, and creating spaces where we can succeed. Physically, mentally, spiritually, and emotionally.

Ngā Hononga Mahi | Working relationships

Internal: Academic kaimahi, administration kaimahi, advisors/consultants, executive members and senior leadership, faculty managers and leaders

External: Consultants, community, employers and employer groups, government agencies, ITOs, ākonga, SAWIT

Resource delegations and responsibilities:

Financial: [nil]

People: [nil]