



# NEW ZEALAND THOROUGHBRED RACING

EQUINE BREEDING EDUCATION COORDINATOR  
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc

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# ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing body for the sport of Thoroughbred racing in New Zealand. We are on a mission to create a sustainable and successful Thoroughbred Racing Industry for Kiwis to enjoy for many generations to come!

Racing is a significant contributor to the New Zealand economy, accounting for a remarkable \$1.6 billion (0.9% of GDP) and directly employing around 10,000 individuals.

At NZTR, we oversee all aspects of Thoroughbred racing, from licensing and registrations to setting the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some exciting dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, and an exciting new wagering partner, Entain. Together, we are driving the much-needed transformation to thrive for many years to come, attracting new talent and engaging a new demographic of punters, owners, and racing enthusiasts.

Join us at NZTR and be part of a team that is at the forefront of this exciting period of transformation in the New Zealand's Thoroughbred racing industry!

## **Our Purpose**

To lead, advance and elevate the New Zealand Thoroughbred Racing industry.

## **Our Vision**

A sustainable and successful Thoroughbred Racing industry in New Zealand.

## **Our Values**

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence



We have an exciting opportunity for an Equine Breeding Education Coordinator to join our team on a 12-month fixed-term contract (20 hours per week)! In this role, you'll take on a tutoring and training advisory role, directly supporting breeding trainees as they work towards their qualifications. You'll also be helping to grow the industry by promoting career pathways and supporting recruitment.

Your day-to-day will include teaching and mentoring trainees, conducting workplace visits to assess progress, verifying trainee work, and ensuring they stay on track with their qualifications. You'll also engage with employers and stud workers to encourage participation in training programs.

You'll be part of a passionate Education and Training team, ensuring our programs meet industry and compliance standards (NZEET, TEC, and NZQA). If you're enthusiastic about education and the equine industry and want to make a real impact, we'd love to hear from you!

We're a small group of enthusiastic and like-minded individuals who share a passion for driving our industry forward. We thrive in a collaborative environment where we learn from each other, share ideas, and always look for new and innovative ways to get the job done. We're looking for someone who is eager to grow and develop alongside us, and who is just as passionate about fully engaging, supporting their colleagues, and working together as a team.

The ideal candidate will have exceptional organisational skills and self-drive, a strong focus on programme recruitment, engagement and retention and an ability to build great rapport with peers, team members, industry participants and stakeholders. You will have previous experience in a similar role and demonstrate exceptional communication skills and an understanding of NZQA, NZEET and TEC.



# SKILLS AND EXPERIENCE

## Person Specification

### Success in this role will require the following:

- Exceptional organisational skills and self-drive.
- Strong focus on programme recruitment, engagement, retention and completion
- A focus on delivering quality teaching and learning experiences and exceptional customer service.
- Ability to work in partnership with peers, team members, key internal relationships and stakeholders.
- Demonstrates the ability to deliver results.
- Values people and their contributions and respecting their differences.
- Ability to adapt processes in response to changing objectives and organisational needs.
- Ability to use technology to improve business operations and customer service.
- Demonstrates the ability to manage self through excellent prioritising, planning and organisational skills.
- Demonstrates clear, concise and effective interpersonal communication skills both in written and verbal.
- Holds NZQA Unit Standard 4098.
- Holds a relevant tertiary qualification in education and or Equine breeding.

# KEY ROLE ACCOUNTABILITIES

- **Industry Training**

- Establish and maintain a close working relationship with NZTR Education staff.
- Engaging with employers and stud workers to increase engagement in training, including enrolment into equine qualifications and completions.
- Proactive management & support of breeding student credit achievement & qualification completion by regular monitoring of individual progress & individual follow-up.
- Complete regular workplace visits to conduct assessment, verification of trainee work as required and goal visits.
- Support employers and verifiers in their role to meet compliance outcomes.
- Ensure timely and accurate reporting on training outcomes, issues, successes and challenges.
- Coordinate and deliver all training workshops in accordance with industry training and education requirements.
- Deliver high quality face-to-face and distance learning opportunities regionally.
- Develop and share quality teaching and learning resources.
- Comply with Education Team processes and procedures to ensure all compliance requirements of NZEET, TEC and NZQA are met and meet audit and compliance requirements.
- Conduct trainee assessments and assess competencies for all unit standards (as per contract).
- Develop trainee skills and competencies to support on-job learning and practical assessments.
- Engage in monthly education Team conference calls, support meeting process and minute taking, and follow up on identified actions and recommendations.
- Participate in programme development processes as required.
- Contribute to national and regional promotion of education initiatives, recruitment processes and career pathways throughout the equine community.

# KEY ROLE ACCOUNTABILITIES

- Contribute with Team Leader of Education and tutors to develop and deliver initiatives that increase youth engagement in thoroughbred industry careers and training.
- Comply with the Industry Training Act 1992, NZQA requirements & other relevant statutory requirements.
- Build and maintain effective relationships with all stakeholders.
- Any other duties as may be required.

## Administration

- Participate in NZQA and Standard setting bodies (SSB) moderation processes as required.
- Accurately report results to Education Team / NZEET in prescribed format within allotted timeframes, such as reporting of trainee absences within 24 hours of workshop conclusion.
- Engage in monthly education Team conference calls, support meeting process and minute taking, and follow up on identified actions and recommendations.

## Health and Safety

- Contribute to continuous improvement by raising issues, generating ideas, and participating in system development, implementation, monitoring, and review. Either directly or through representatives or managers.
- Take reasonable care of the health and safety of yourself and others who may be affected by what you do or do not do.
- Work in a safe manner following safety instructions and operate within NZTR's Health and Safety requirements to maintain a safe and healthy workplace.
- Wear and maintain PPE in accordance with NZTR's policies, SOP's and OSH regulations.
- Follow instructions from your manager on health and safety matters and attend relevant health and safety training.
- Report any hazards, incidents, injuries, or defects observed.

# THE RECRUITMENT PROCESS

## 1. Search

This process will take place by using a variety of media platforms including industry channels and networks. During this period our Head of People & Culture may contact you to discuss initial screening questions.

## 2. Recommendations for shortlist and shortlist interviews

After the screening process, our Head of People & Culture will make a recommendation (with a summary report for each candidate) to the Hiring Manager.

Candidates selected from shortlisting will be contacted and invited to participate in the first round of interviews with the hiring manager and a possible second NZTR representative.

There may be more than one interview/discussion and other key stakeholders may be involved as required.

## 3. Due diligence and decision

Reference checking, police records and other online searches will take place for the leading candidate. Once all checks have been made, the interview panel will discuss and agree an appropriate offer to make to the selected candidate, offer letter prepared and agreement drafted for advice and review.

Unsuccessful candidates will be notified.

## 4. Contact Information

For more information on this role, please contact our Head of People & Culture on [Tharsha.Adamstein@nztr.co.nz](mailto:Tharsha.Adamstein@nztr.co.nz)



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PUREI HŌIHO NĀTI O AOTEAROA