

Position Description

Job title	Graduate Education Policy Coordinator
Group	Engagement
Reports to	General Manager – Engagement
Date	October 2025

About Horticulture New Zealand (HortNZ)

Horticulture New Zealand (HortNZ) advocates for and represents the interests of New Zealand’s 4,300 commercial fruit and vegetable growers.

Our aspiration - healthy food for all, forever. *Oranga kai, oranga tangata, haere ake nei.*

Our vision – To create an enduring environment where growers thrive.

Our values

- Courageous by nature
- Collaborative for impact
- Credible through action

Our sphere of influence

- Nourishing Aotearoa, the Pacific, and the world
- Growing is rewarding
- All growers are responsible growers
- Horticulture is enduring
- Strength through trust and cooperation

Our sphere of control

- Shaping sector strategy

- Proactively influencing policy
- Telling the horticulture story
- Translating sector wide change
- Facilitating grower connections

Position purpose

To support the development and implementation of education policy and capability initiatives across secondary, vocational, and tertiary education. This role contributes to workforce development, policy submissions, and stakeholder engagement to strengthen horticulture education and training pathways.

Duties and responsibilities

The role will undertake activities as delegated by the General Manager Engagement.

Education Policy and Advocacy

- Contribute to submissions on education policy and reform.
- Advocate for regulatory reform to reduce barriers in qualifications and training.

Secondary and Vocational Education

- Partner with government agencies and standard setting bodies to develop curriculum, achievement standards, unit/skills standards, qualifications, programmes, and resources.
- Support Trades Academy, Gateway, and STAR programmes.
- Provide resources to teachers and support Horticulture and Agriculture Teachers Association initiatives.

Tertiary and University Engagement

- Contribute to programme reviews and redevelopment of horticultural degrees.

- Support providers in programme development, funding applications, and engagement with the Tertiary Education Commission.
- Advise on Tertiary Education Commission Investment Plans and maintain relationships with universities and training providers.

Workforce Intelligence

- Refine the National Occupation List.
- Engage with government and other agencies to improve workforce insights.

Capability Development

- Support development and delivery of leadership programmes and micro-credentials.
- Develop and maintain resources used for industry-led training
- Coordinate training for Young Grower of the Year finalists and support their development.

Scholarships and Alumni

- Respond to education and scholarship inbox queries.
- Manage scholarship application and selection processes.
- Establish and maintain alumni database and engagement.

Stakeholder Engagement

- Facilitate relationships with government departments, Crown Agents, industry bodies, and education providers.
- Develop networks of employers and industry representatives to support capability initiatives.

Skills and Attributes

- Strong analytical and writing skills, especially for policy and submissions.
- Ability to build and maintain stakeholder relationships.
- Interest in education systems, horticulture, and workforce development.

- Comfortable working across multiple levels of education and government.

Direct reports

N/A

Working relationships

Internal:

- Engagement team
- Corporate services team (IT, Finance)

External:

- Government agencies
- Education sector bodies
- Industry and sector groups
- Employers and industry representatives