



(SAMPLE ONLY)

CPD TRAINING REPRESENTATIVE JOB DESCRIPTION

The CPD Training Rep is principally responsible for working with local membership to identify and facilitate training for members of the [NAME] Branch/Stream/Division.

Responsible To

The CPD Training Rep is directly responsible to the Chair of [NAME OF BRANCH/STREAM/ DIVISION].

Key Responsibilities and Duties

The CPD Training Rep shall:

- Identify local training gaps and access the level of local or national support required
- Keep abreast of current training courses/seminars available in NZ
- Identify those courses/seminars best suited to local members
- Work with National office to facilitate training at Branch/Stream/Division level
- Work with local experts to facilitate training to address identified local gaps
- Supply feedback to national office on potential CPD and training initiatives via annual CPD feedback surveys
- Promote NZIS national office CPD events to Branch/Stream/Division members

Knowledge and Skills Required

Ideally the CPD Training Rep is:

- Well organised
- Able to allocate sufficient regular time to carry out the duties described above
- A good communicator
- Able to work in a logical orderly manner
- Knowledgeable about current technical training requirements for the surveying & spatial profession

Period of Appointment and Estimated Time Commitment Required

The CPD Training Rep is appointed for a [# of YEARS] term.

The estimated time commitment required as the CPD Training Rep is [___] hours per week.

(The time commitment required as the CPD Training Rep of a Branch/Stream/Division varies greatly from Branch/Stream/Division to Branch/Stream/Division. Smaller groups may require the CPD Training Rep to spend only half an hour per week whereas larger groups may require up to two hours per week on Branch/Stream/Division related duties.)