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**Position Description**

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| **pOSITION:** | **Business Administration Tutor** |
| **FACULTY:** | **School of Business and IT** |
| **reports to:** | **Programme Manager** |
| **direct reports:** | **Nil** |
| **delegations:** | **Nil** |

**FUNCTIONAL RELATIONSHIPS**

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| **Internal** | **External** |
| Other Business Administration Tutors  Dean Te Wananga Maori  Student Support Services  Other Staff | Ngati Toa Iwi  Programme Advisory Committee  Employers in relevant industries and professions  External moderators  Other tertiary providers  Networks, stakeholders and communities  Own professional groups/bodies |

**STATEMENT**

The core purpose of Whitireia is to build futures with our students and communities and all employees’ roles are expected to incorporate and reflect Te Tiriti o Waitangi, the Vision and Values/Principles of Whitireia:

**Vision -** Whitireia will lead and illuminate its communities through tertiary education

**Te Tiriti o Waitangi –** Uphold the commitment made by the Crown to Maori. Refrain from undermining rangatiratanga.

**Cultural diversity**

Take all practical steps to create and maintain a culturally sensitive environment for staff, students and other persons.

**Whitireia Values -** Demonstrate the Whitireia values and principles which are: Manaaki, Identity, Equity, Responsiveness, Success, Integrity and Accountability.

**POSITION PURPOSE**

To establish and maintain the highest standard of teaching and an effective learning environment for students at Whitireia.

To develop and deliver quality assured programmes of learning according to the particular needs of students, ITOs/employers, communities and Regulatory Authorities including NZQA.

**Principal Accountabilities**

**Learning/Teaching**

Create an effective learning environment using Maori pedagogies, techniques and resources that facilitate student learning and achieve the stated learning objectives.

Develop, prepare and deliver course materials including lesson plans in a timely manner for courses/subjects taught.

Develop and use appropriate strategies, resources and methods, utilising the various tools and technologies available for enhancing teaching and learning.

Use appropriate delivery methods, content and resources to cater to student diversity and individual learning needs.

On a regular basis, monitor and record student achievement in accordance with Whitireia policy and procedures.

Develop and extend teaching skills on an ongoing basis through professional development.

Maintain mana-enhancing learning opportunities with students and their whanau,

**Assessment**

Provide accurate and appropriate assessment of student achievement that fulfils the stated learning objectives and outcome requirements of the programme.

Develop and establish quality assessment criteria in consultation with Academic Leader/Programme Leader and in accordance with assessment and moderation policies and practices. Where these are delegated, ensure these are completed within required time-frame and in accordance with assessment and moderation policies and practices.

Co-ordinate, process and accurately maintain all student results in accordance with Whitireia policies and practices.

Evaluate and review assessment programmes in consultation with the Academic Leader/Programme Leader on a regular basis.

**Student Management**

Contribute to the vocational and educational welfare of students by advising and informing students of available and appropriate support.

Ensure administration requirements for students/courses are in place and an agreed process is followed.

Provide advice to the Academic Leader/Programme Leader (or their delegate) regarding students identified with special needs and their requirements

Provide guidance and direction to students as and when required.

**Subject Development**

Respond to or assist with community and industry educational requirements by developing and organising appropriate course/subject material.

Participate in assessment of industry, community and student needs, and appropriate course/subject development.

Develop programme content in a professional manner and in terms of the relevant style guide.

Prepare programme content in a manner that reflects the value of matauranga and tikanga Maori.

Prepare and effectively organise teaching resources.

Evaluate course/subject material in consultation with Academic Leader/Programme Leader or their delegate.

**Documentation**

Provide programme outlines and assessment requirements to the Academic Leader/Programme Leader and to students within agreed timeframes.

Participate in and produce research outcomes as required.

Establish and maintain accurate student records and provide timely information as required by the Polytechnic or authorised external bodies.

Maintain relevant and appropriate programme documentation for administrative purposes and according to the Public Records Act 2005 requirements.

**Co-operation**

Participate in the co-ordination of relevant groups through effective communication, co-operation and organisation.

Identify opportunities to improve programmes, systems and processes within the organisation and contribute to the promotion of knowledge sharing.

Work flexibly, cooperatively and productively, providing backup to others where required, assists in mentoring team members as required.

Participate in activities such as enrolment, records keeping, whakawhanaungatanga, and, liaison with relevant industry, schools and community groups.

**Health and Safety**

Take all practical steps to create and maintain a safe and healthy environment for employees, students and other persons.

**PERSON SPECIFICATION**

**QUALIFICATIONS AND/OR EXPERIENCE -**

**Essential**

* Relevant tertiary qualification
* Practical up to date knowledge and skills in Microsoft computing packages
* Previous experience within an administration environment

**Desirable**

* Previous teaching experience
* Adult teaching qualification or equivalent
* Knowledge of Moodle or proven ability to quickly acquire such knowledge
* Experience with Aplus+
* NCALE or studying towards

**PERSONAL ATTRIBUTES -**

* A commitment to Te Tiriti o Waitangi
* A commitment to achieving equitable outcomes for Maori
* Ability to work collaboratively and as a team member
* Respectful of diversity. Able to demonstrate mana enhancing relationship and communication practices.
* Enthusiasm
* Reflective professional
* Open minded
* Ability and willingness to learn

**COMPETENCIES**

Competencies are grouped into three main areas:

**Personal Capability (self)** - how an individual conducts themselves at work

**Effective Relationships** - relating to an individual’s interpersonal behaviours

**Effective Practices** - how an individual undertakes and completes their work.

The following generic competencies apply to all employees:

**Personal Capability**

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| Demonstrates strategic focus | * Demonstrates and applies knowledge of the connections between the broader tertiary education environment, and the strategic directions, goals and policies of Whitireia and applies these in practice * Contributes to developing and implementing practical strategies with/for our communities Participates in the broader professional and cultural life of the organisation |
| Upholds organisational values | * Implements te Tiriti o Waitangi, Whitireia values, Code of Ethics and Code of Conduct in everyday practice * Demonstrates openness to, communicates with, and relates appropriately to diverse cultural needs and viewpoints * Uses kaupapa based tikanga in the work context |
| Focuses on outcomes | * Performs tasks to achieve the outcomes and outputs of the position * Assesses the impact and implications of own performance on the organisation |
| Participates actively in self-evaluation, review and professional development | * Critically reflects on work and uses feedback to identify strengths and areas for development * Pursues opportunities to engage in professional development to enhance expertise and practice * Maintains and develops capability to work with diverse communities and external industry and professional networks |

**Effective Relationships**

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| Demonstrates Student/Customer/  Stakeholder Focus | * Identifies and responds appropriately to the diverse needs of students and other internal and external customers /stakeholders * Maintains appropriate behaviour and boundaries as described in Whitireia policies, including Health & Safety , Code of Conduct |
| Establishes effective relationships | * Listens actively to and considers the ideas and opinions of others * Communicates ideas and information in language style and medium appropriateto the intended audience * Develops and maintains effective working relationships both within and outside the organisation to achieve agreed outcomes |
| Works collaboratively in team | * Participates in planning achieving and evaluating team goals and purpose * Shares information, knowledge and skills that enhance team/organisational function * Identifies organisational opportunities and promotes these effectively to others * Encourages organisational learning approach * Takes leadership role in areas of expertise to achieve organisational goals |

**Effective Practices**

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| Manages work to meet outcomes | * Develops and implements a plan with clear steps to achieve required position outcomes * Follows up to determine the effectiveness of actions * Uses and manages information to be well informed and keep effective work records * Gives and receives appropriate and effective feedback * Evaluates activities (using a range of feedback) for continuous improvement based on changing circumstances and information |
| Applies solution strategies to problems | * Balances the outcome requirements with relevant people needs * Uses professional judgement and evidence to anticipate potential issues and produce workable solutions a range of problems * Works with differences to reach a shared agreement * Manages conflict and gains clear agreement and commitment from others * Contributes solutions to systems where appropriate |
| Uses organisations systems | * Operates effectively within the policy framework and legislative obligations * Uses organisation’s and team’s systems, policies and processes   Uses Whitireia resources effectively efficiently and sustainably |

The following generic computer literacy competencies apply to all employees

**Effective Practices**

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| Whitireia specific skills | *Health and Safety*   * Demonstrates an understanding of ergonomic principles for computer workstations   *Whitireia Intranet*   * Demonstrates familiarity with the Intranet and the types of information that can be accessed   *Whitireia Network*   * Demonstrates familiarity with the Network including logging in and permissions |
| Software competencies | *File Management*   * Understands the organisational structure and, using the Whitireia document creation guidelines and file naming convention, correctly stores documents (using taxonomy) in appropriate location   *Email*   * Uses the email system to a proficient standard   *Outlook calendar and scheduling*   * Uses the calendar effectively   *Internet*   * Utilises the internet efficiently as position requires |
| Microsoft Office suite competencies | *Word*   * Produces documents using a range of setup, text and paragraph options. Understands the different print and save options.   *Excel*   * Produces spreadsheets using a range of setup, data formatting, simple formulae and charts and understands the different print and save options   *Powerpoint*   * Creates presentations and understands the different print and save options |
| Multi-function devices (MFDs) | *Printing and Photocopying*   * Uses MFDs to photocopy, print, scan and fax documents and can replace the ink cartridge and clear jams |