**POSITION DESCRIPTION**

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| **Position Details** | |
| Position Title | Administrator, Research and Innovation |
| Business Unit | Teaching and Learning Directorate |
| Reports to | Team Leader, Teaching Innovation & Research |
| Location | WelTec and Whitireia |
| Date | December 2019 |

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| **WelTec & Whitireia: Our Purpose** |

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

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| **Our Guiding Principles** |

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

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| **Position Purpose** |

The Administrator, Research and Innovation provides administrative support for the research activities undertaken by the Teaching and Learning Directorate m and to provide administrative support to other parts of the Directorate as required.

The position-holder will be a member of the Teaching Innovation and Research Team within the Teaching and Learning Directorate.

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| **Key Accountabilities** |

Responsibilities of this position are expected to change over time as WelTec and Whitireia respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up-to-date, the intention is for the high level description below to be supported by short term (e.g. 6 months) roll-over action plans prepared by the incumbent and agreed with his or her manager.

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| The appointee will be accountable for providing effective and efficient administrative services and be expected to:   * Work in a flexible and proactive way to provide high quality and timely administrative support to the Research functions of the Teaching and Learning Directorate * Demonstrate a high level of capability, professionalism and commitment to performance and ensure that services delivered reflect a positive, friendly, and solutions-focused approach * Maintain strong relationships with internal and external stakeholders * Provide secretarial support for the Post-Graduate Board of Studies and the Ethics and Research Committee, including working with the Chair of each Committee to establish agenda, distributing agenda and associated papers to Committee members, preparing and distributing minutes, and following-up on action points. * Prepare correspondence, email communications and other communications to the external and internal stakeholders as required * Manage the Research Register for Whitireia and WelTec * Provide administrative support as required for events directly related to the research work of the Teaching and Learning Directorate * Ensure comprehensive record keeping in conjunction with the administrative policies of Whitireia and WelTec * The appointee will be expected to work collaboratively with other colleagues in the Teaching and Learning Directorate and to provide administrative support to other parts of the Directorate as required.   This position encompasses responsibilities for Whitireia, WelTec, and their subsidiaries. |
| **Health and Safety**   * Maintaining knowledge of Health and Safety procedures, and actively support safe work practices in your work area. * Take all practicable steps to ensure you don’t harm yourself or anyone else. * Complying with health and safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management. |
| **Collaborative Relationships**   * Developing and maintaining strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia. * Working with others collaboratively and constructively to achieve successful outcomes. * Supporting the work of the Schools, and Whitireia and WelTec, by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced. * Developing and maintaining the trust, respect and confidence of colleagues. |
| **Valuing and Nurturing Diversity**   * Recognising and positively responding to the different needs of particular groups and individuals within the Institutes’ communities. |
| **Other Duties**   * Any other duties as requested by your Manager/Director. |

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| **Position Dimensions** | |
| Financial delegations | Nil |
| HR delegations | Nil |
| Direct Reports | Nil |
| Key Internal Relationships | * Principal Lead and Team Leader, Teaching Innovation and Research * Directors Heads of Schools, Programme Managers and academic staff * Teaching Innovation and Research Staff * Registry Staff |
| Key External Relationships | * NZQA * Accreditation and Registration bodies * Other government agencies * Other key stakeholders |

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| **Person Specifications** | |
| Qualifications and Experience | * Has experience in working within a complex environment and delivering high quality services, preferably in a tertiary education environment * Has proven experience in providing flexible and effective client support, and working with clients in a way they experience as professional, positive, friendly, and responsive. * Demonstrates a high level of competence in use of office computing systems (incl. word-processing, electronic document management, spreadsheet, email, database and document presentation systems). |
| Specialist Knowledge and Skills | * Has highly effective organisational skills, including strong ability to prioritise * Demonstrates initiative and ability to think and plan ahead. * Demonstrates problem-solving ability * A strong commitment to accuracy and continuous quality improvement in performance |
| Personal Attributes | * Demonstrates ability to work positively and constructively with others to enable, and build, evaluative practice * Inspires others by consistently demonstrating positivity, energy, resilience and commitment * Communicates clearly and succinctly, both verbally and in writing and in a variety of contexts * Works very effectively as a member of a team. Values the contributions of others. Supports others to be more effective * Is able to manage competing demands effectively, get things done, and meets commitments made to others |