**POSITION DESCRIPTION**

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| **Position Details** | |
| Position Title | Senior Academic Advisor |
| 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 Senior Advisor Academic enables the Schools within WelTec and Whitireia to develop programmes and courses that meet NZQA requirements but also the needs of learners, communities and industries. The appointee will actively achieve this through the provision of guidance and support to schools in the development of courses and redevelopment of programmes. The appointee will also be expected to work with the Directorate to support the implementation of innovative curriculum development approaches.

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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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| Accountable for effective, efficient delivery of the following functions:   * Actively engaging with programme managers and senior academic staff to build capability in teaching innovation * Providing guidance to staff with respect to developing, redeveloping and designing courses and programmes. * Providing sound advice to schools on relevant compliance factors as they pertain to course and programme development and delivery * Providing high-quality advice to staff on adaptative and responsive pedagogies in course design which reflect the changing nature of the workforce and students engaging in vocational education * Working with Heads of Schools and Programme Managers to build staff expertise in, and commitment to evaluative practices and activities which enhance curricula delivery and student outcomes * Providing advice to the Principal Lead Teaching Innovation and Research on opportunities for programme improvement * Preparing advice for submission to Academic Board, the Programme Committee, and the Evaluation Committee, as well as to Boards of Studies, and Achievement Committees, as may be required   Encompasses responsibilities for WelTec and Whitireia. |
| **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 | * Joint Leadership Team * Managers across WelTec and Whitireia * Teaching and Learning Directorate Management Group * Academic staff * Teaching Innovation and Research Staff * Registry Staff |
| Key External Relationships | * NZQA * Accreditation and Registration bodies * Ministry of Education * Other government agencies |

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| **Person Specifications** | |
| Qualifications and Experience | * Has a graduate degree in a relevant discipline * Has experience in curriculum development role in the New Zealand tertiary education sector and, or * Has contributed to academic evaluative activities in a New Zealand tertiary education context * Has experience in working with quality assurance management systems. |
| Specialist Knowledge and Skills | * Demonstrates strong knowledge and understanding of curriculum development requirements for tertiary education organisations * Has recent experience in a senior role working with academic staff to provide guidance to satisfy institutional and central agency curriculum development requirements. |
| Personal Attributes | * Demonstrates ability to work positively and constructively with others to enable, and build, curriculum development capability * 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 |