

## The Wintec Team

Ngā Whakatakanga o Wintec

### **You and the Wintec Team**

You'll be part of the team at Wintec, which aims to strengthen the community on many levels (ki te whakakaha i te iwi hāpori mā te ara matauranga, rangahau arā umanga whanaketanga). Your qualifications and industry experience will help us provide the best education, the most modern facilities and the latest technology to students locally, nationally and worldwide.

### **Connected to the World**

You'll also help Wintec stay connected to business and the community so our students can gain on-the-job experience and graduate work ready. We'll support you to enhance your own qualifications and experience, extend your skill sets and expand your industry and educational connections locally and globally.

### **Working at Wintec**

If you enjoy the challenge of new ideas, the satisfaction of a job well done and the success that comes with great teamwork, you'll love working at Wintec!

## Role Purpose

Whāinga Turanga

1. To lead a positive and supportive learning environment by using effective teaching strategies and promoting learning consistent with student needs and professional standards.
2. To contribute positively and appropriately as a recognised academic leader of Wintec.
3. To fulfil necessary administrative, research and course development obligations.

## Employment Details

Te Anga o te Mahi

**Location** The appointee will be based at Hamilton City campus, but may be required to work at other sites.

**Reports to** Team Manager

**Remuneration** \$101,000- \$119,400 per annum

(An indication ONLY)

**Band** PASM

**Direct reports** None

**Financial authority** Nil

**Functional relationships**

*Internal*

- Academic Staff
- Administration Staff
- Advisors/Consultants
- Dean of Faculty
- Department Managers
- Directors
- Heads of School/Centre Directors
- Team Managers/Team Leaders/Coordinators

*External*

- Business/Industry/Community
- Employers and employer groups
- Government agencies
- ITOs
- SAWIT
- Students

## Accountable for

Te Kawenga mō

## Successful when

Angitu ina

### Teaching Quality

### Facilitating Learning

Develops quality teaching and learning strategies and regularly coaches others across Wintec to encourage best practice.

Leads and coaches the development and innovative use of flexible teaching technologies to provide appropriate blended learning opportunities.

### Planning and Preparation

Leads colleagues in planning and preparing academic content and delivery, and continually updates own practice.

### Discipline and Subject Area

Works collaboratively with the Team Manager to develop and maintain effective stakeholder relationships.

Makes a significant contribution to subject/discipline beyond Wintec including course reviews, developing and implementing curriculum change/new programmes.

Is sought by national and international industry contacts as an expert.

### Curriculum Development and Flexible Delivery Design

Leads and/or coordinates curriculum renewal and development for designated courses/ programmes.

### Assessment of Student Learning

Applies a broad range of assessment and evaluation methodologies, including blended assessment techniques.

Leads and regularly coaches staff in the use of a broad range of assessment and evaluation methodologies to improve student learning, and coaches' others in the assessment and moderation processes.

Participates in qualification or national body moderation activities.

Acts as an external moderator outside Wintec.

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### Development

### Reflective Practitioner and Professional Development Advisor

Coaches staff across Wintec on reflective practitioner processes and outcomes.

Is considered an expert for professional development activities in teaching, teaching practice, teaching with technologies, and/or subject

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## Accountable for Successful when

Te Kawenga mō

Angitu ina

area across Wintec.

Regularly engages with industry, community, employers, and field of practice.

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### Organisational Commitment

Develops programme administrative procedures to meet the changing needs of programmes.

Develops and/or leads school promotional activities.

Manages and evaluates the selection processes for students for designated courses/programmes, including the requirements for transfer of credit.

Leads Wintec committees and /or project teams and coordinates or leads teams external to Wintec.

Coaches others in the alignment of Wintec strategic priorities to their individual or team work activities.

Where required, takes responsibility for ensuring programme, monitor's reports and/or degree review reports, and moderation for designated programmes, are completed to required standards.

Where required, assists with the completion of SETMAPs and ensures issues raised by the quality assurance process are addressed for designated courses/programmes.

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### Academic Leadership

Peer Support Coaches colleagues in a way that embraces Wintec values.

Acts as an observer and provides developmental feedback in peer observation within and/or external to Wintec.

Leads and coaches' tutors across Wintec and/or externally in a range of the following: development of teaching materials and resources, curriculum design, blended learning strategies, teaching technologies, internationalisation, assessments, evaluations and moderation.

Leads and coaches' tutors and teaching teams across Wintec in subject areas.

Academic Esteem Provides leadership and mentors in subject, discipline, internationalisation, teaching technologies and/or teaching areas external to Wintec.

Contributes to Wintec's reputation nationally.

Is sought by colleagues external to Wintec for expertise in subject area

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## Accountable for

## Successful when

Te Kawenga mō

Angitu ina

and/or teaching practices and/or academic management.

Engages in tertiary sector collaboration.

### Research and Technology Transfer

Applies results of technology transfer process to teaching for non-degree programmes.

Shares results of research outside of Wintec by publishing in peer reviewed publications and presenting at peer reviewed conferences and seminars or workshops.

### Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually.

Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.

Significant hazards are eliminated, isolated and/or risk minimised.

Staff in the area of responsibility are involved in the hazard management process.

Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.

Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

### Wintec culture

Observes Wintec's mission, strategies, priorities and values in all activities.

Follows all Wintec policies and procedures and legislative obligations.

Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).

Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values.

Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate manner.

Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

### Other duties

Performs other duties as may be reasonably required from time to time.

# Our Values

## Ngā Uaratanga

### **Working Together**

#### ***Mahi tahi***

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

### **Challenge and Innovation**

#### ***Whakaaro whānui***

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

### **Customer Focus**

#### ***Manaaki tangata***

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

### **Valuing People**

#### ***Whakamana i te tangata***

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

### **Taking Ownership**

#### ***Kia tika***

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

### **Improvement and Opportunity**

#### ***Kia tupu, kia hua***

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.

# Competency Specification

## Pūkenga Tautuhi

### Education/training

Certificate in Adult and Tertiary Education or equivalent (e.g. NCALE).

Specialised/subject qualifications.

Holds current certification, license, registration application to the position (e.g. electrical, nursing, building practitioner, forklift, first aid).

### Experience

Minimum of four years' teaching experience at a senior level at another tertiary institute.

Expert with learning technologies e.g. Moodle, Blackboard to actively engage learners Assessment and reflective practitioner experience.

Experience and understanding in regard to culture, identity and learning in New Zealand.

Able to contextualise learning based on up to date industry requirements

Significant and recent experience working within the specialised industry.

Active involvement within industry. Positive national and international reputation.

### Typical knowledge, skills and attributes

Able to lead, coach, inspire and work effectively within a team.

Expert at student centred teaching and learning techniques (e.g. project based learning, work-based learning, e-learning).

Able to exercise judgement in problem solving.

Able to interact and be responsive to the needs of diverse groups, e.g. youth, Māori and Pasifika, and international students.

Able to be innovative, to question the status quo and to adapt to changing circumstances.

Highly developed interpersonal and relationship skills to work with colleagues to resolve issues and meet agreed outcomes.

Early adopter of new and emerging technologies.

Uses technology at an intermediate level including Microsoft Office products and social networking platforms.

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Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.

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