POSITION DESCRIPTION

POSITION TITLE:	**CARPENTRY TUTOR**
BUSINESS UNIT/SCHOOL:	**SCHOOL OF CONSTRUCTION**
RESPONSIBLE TO:	**HEAD OF SCHOOL/PROGRAMME MANAGER**

PURPOSE OF THE POSITION

The purpose of this position is to develop and effectively deliver quality learning programmes in the School of Construction according to the particular needs of students and industry/employers. The learning programmes need to be to the standard required under NZQA and internal WelTec policies.

KEY WORKING RELATIONSHIPS

External Stakeholders
- Business, Industry and Professional organisations
- Employers and Employer groups
- ITOs
- Other tertiary providers
- Local Iwi

Internal Stakeholders
- Staff
- Students
- Heads of School and Programme Manager

POSITION DIMENSIONS

Delegations
This position holds no formal delegations.

KEY ACCOUNTABILITIES

The tutor/lecturer will be expected to perform all the duties reasonably necessary to ensure they deliver on the following accountabilities in their particular professional area and in other areas where they provide assistance:

Education Programme and Course Design and Development

- Design of quality educational courses and positive contribution to implementation, development and accreditation of programmes of learning.
- Compliance with WelTec's academic policies and standards relating to design, assessment and moderation.
- Active development of own technical knowledge and excellence.
- Competence in discipline/subject area.
- Positive and productive new and ongoing relationships with key business and employer contacts.
- Undertaking applied research relevant to the industry and the learning programmes of the School/Centre.

Education Programme Delivery

- Innovative and cost-effective delivery of courses and other learning solutions.
- Delivery of quality teaching within Institute policies and standards.
- Proactive development of new and innovative learning solutions for students.
- Ensuring students access the support they need to meet their learning needs.
- Identifying and resolving issues that may impact the quality of learning.
- Evaluation and reflect on own teaching practice in order to identify directions for improvement

Management of Self and Resources

- Active and positive contribution to the School/Centre.
- Delivery of successful business plans and projects aligned to the overall business plans of WelTec.
- Effectively meet administrative and financial responsibilities integral to tutor's/lecturer's work.
- Ensuring the full and effective utilisation of all resources within budget and in line with WelTec policies and processes.
- Provision of positive leadership consistent with the vision, values and polices of WelTec.
- Support and contribute to the objectives, direction and operation of the School/Centre.
- Promotion of School/ Centre, courses and of WelTec.
- Other duties as directed by the CEO or his/her nominated representative.

Relationships – Trust, Confidence, Communication and Collaboration

- Develop and maintain strong, positive, and collaborative relationships with other WelTec staff at all levels.
- Work with others collaboratively and constructively to achieve successful outcomes.
- Support the work of the School by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced.

- Develop and maintain the trust, respect and confidence of the colleagues.

Health and Safety – Safe Work Practice, Compliance with Procedures, Reporting

- Maintain 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, your students, or others in your area of learning.
- Comply with health and safety procedures as outlined in Wellington Institute of Technology Taikura
- Report all incidents and help to identify and manage hazard

Enact WelTec's Values – Empathy, Challenge, Growth

- Work within the values framework established in WelTec's identified Purpose, Identity and Values.
- Support an environment that fosters WelTec's Values

Self-Assessment – Participation and Reporting

- Take an active part in the School's annual self-assessment process, by:
  - Incorporating evaluative self-assessment into your own work.
  - Contributing to the preparation of the annual self- assessment report for the School.

Relevance, Innovation and Research

- Academic staff must be engaged in activities that ensure they stay up-to-date with their industry, and abreast of best practice and the latest research and development. Activities such as consultancy and professional practice and applied research would help to meet these requirements.

- Some academic staff involved in teaching may be required to engage in discipline related research and achieve the minimum requirement of research points per academic year based on the WelTec weightings for research / scholarship.

KEY CAPABILITY REQUIREMENTS

In meeting the above accountabilities tutors/lecturers have to make a level of contribution consistent with their grade:

Academic Staff Members (ASMs): Staff are expected to take responsibility for the quality of their own outcomes, maintaining their currency and competence in their professional and teaching practice, and their knowledge of and relationships with their industry. (Please also refer to Schedule B of the Collective Agreement).

Senior Academic Staff Members (SASMs): Staff are required to make significant contributions across all aspects of their role within their own School/Centre (exceeding the contributions of ASMs) and actively guide, support and provide leadership to ASMs, and to their programmes. They should take responsibility for the quality of outcomes in their professional discipline, their teaching and the programme areas. They should also maintain their advanced standing and credibility in their profession and with their industry. (Please also refer to Schedule B of the Collective Agreement).

Principal Academic Staff Members (PASMs): Staff are required to make a very significant contribution towards helping WelTec achieve its strategic business goals. The contributions should be at such a level that they are of significant value due to their leadership across all the aspects of the role and across WelTec. This leadership should be at the highest

COMPETENCIES

Tutors/lecturers should ideally possess the following competencies.

Customer service	**ASM**
	The ability to relate well to customers and is able to respond to everyday interactions and needs.
	SASM and PASM
	The ability to lead and develop others in improving customer service and is innovative in introducing new processes of customer service.
Commitment to Te Tiriti O Waitangi	**ASM, SASM and PASM**
	The ability to develop and lead others in a culturally appropriate and positive manner.
Specialist Knowledge and Leadership	In order to teach in this area you will have appropriate tertiary qualifications and relevant industry experience that will equip you to teach both technical and academic aspects. This includes specialist qualifications sufficient to meet course accreditation requirements. Expertise in applied research relevant to the role is also required.
	ASM
	Has core knowledge and practical skills needed to perform a range of tasks of a routine and more complex nature.
	SASM
	The ability to use substantial applied knowledge and practical skills in their role
	PASM
	The ability to generate and use substantial theoretical and applied knowledge based on their foundation of academic or professional expertise.
Teaching, Learning and Assessment	**ASM**
	The ability to be responsible for the quality of their own outcomes in teaching, learning and assessment
	SASM
	The ability to lead and mentor others in programme development, teaching, learning and assessment methods and practices.
	PASM
	The ability to provide significant leadership in practices, research, and development of WelTec wide curriculum, staff and products.
Management of Self and Others	**ASM, SASM and PASM**
	The ability to utilise personal skills to achieve goals and a high standard of performance.

Management of Financial Resources	**ASM, SASM and PASM** The ability to understand and use the WelTec financial processes.
Management of Physical Resources	**ASM, SASM and PASM** Is able to contribute to the planning for acquisition, use, and maintenance of physical resources in work areas.
Valuing and Nurturing Diversity	**ASM** The ability to respond to different needs of particular groups and individuals within WelTec and its community. **SASM and PASM** The ability to mentor and develop others in recognising and positively responding to diversity within WelTec and its community.
Client Account Development and Management	**ASM** The ability to develop and maintain contact with existing clients and develop new clients. **SASM and PASM** The ability to identify and nurture client relationships that are significant to business goals.
Innovation	**ASM** The ability to suggest and contribute new ideas and initiatives. **SASM** Demonstrates the ability to initiate new ideas, foster innovation in others, and evaluate the potential of new ideas in terms of benefits to their team and to WelTec. **PASM** Is sought out by others to assist in exploring innovative ideas and successfully develops new ways of doing things and new services that benefit WelTec and its community.
Utilisation of Technology	**ASM** The ability to effectively use the technology required in day-to-day work. **SASM** The ability to lead the application of technology to enhance WelTec processes and systems.