

POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI

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| **Position Details** |  |
| Position Title | Programme Manager **–** Cosmetology |
| Business Unit | School of Creative and Hospitality |
| Reports to | Head of School |
| Location | Petone/Porirua/Te Auaha |
| Date | July 2024 |

**WelTec & Whitireia: Our Purpose**

Whitireia (Te Kura Matatini o Whitireia) and 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 wide 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.

**Our Guiding Principles**

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

**Te Tiriti o Waitangi** – taking all practical steps to create and maintain a culturally sensitive environment for all who are part of what we do.

**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 NZ objectives and resources.

**Leadership** – providing a framework and vision for the ITP sector in NZ 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 NZ 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.

**Position Purpose *(Take Tūranga)***

To lead and manage a team of academic staff teaching across one or more programmes and ensure a

high standard of teaching and an effective learning environment for students

To lead and manage the development and delivery of quality programmes that meet the needs of students/ITOs/employers/communities and also meet NZQA standards.

To actively contribute to the strategic development and leadership within the School.

Each Programme Manager is a member of the School Leadership Team.

**Key Accountabilities *(Ngā takohanga matua)***

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.

# School and Programme Leadership

* Provide strong leadership for academic staff teaching on the programme or programmes within the portfolio and ensure academic staff know what they need to be doing to contribute to the success of the Schools’ programmes.
* Actively identify and implement strategies that contribute to School performance, particularly in the areas of resource management, quality of academic teaching and outcomes for students.
* Identify and implement strategies to improve School performance, particularly in resource management, quality of academic teaching, management practices, and student outcomes.
* Help drive a positive culture within the School and Centre that inspires and engages staff.

# Academic staff management

* Effectively manage the team in an appropriate and professional manner. Promote good relationships and demonstrate appropriate behaviours.
* Oversee and manage staff recruitment, performance reviews, promotions, and salary reviews of

the team within relevant policies, procedures and relevant employment agreements.

* Assist and encourage staff development including fostering research, upgrading of specific skills and qualifications, and maintaining registration/professional membership. This includes working with staff to create a professional development plan and supervising its implementation.
* Ensure that teaching evaluations (self, peer, student and manager) are completed annually as per School procedure and/or agreed with HoS.
* Align staff leave plans with programme delivery timetables and requirements.

# Programme quality

* Ensure programmes meet quality assurance requirements e.g. assessment and moderation
* Ensure that planning and preparation for programme delivery are timely and accurate.
* Maintain a strong critical overview of the programmes and provide advice for the Head of School about achieving improvement as appropriate.
* Contribute to and participate in Achievement Committee/ Board of Studies meetings relevant to

the position

**Teaching and learning**

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| * Lead academic staff in creating an effective learning environment through application of techniques and resources that facilitate student learning and achieve stated learning objectives.
* Ensure effective teaching in classroom/other areas including workshops, labs etc.
* Ensure effective monitoring and recording of student achievement with the programme/s within

the portfolio* Engage in teaching and learning activities as negotiated and agreed with Head of School.

**Research*** As appropriate, ensure capability and capacity is developed within the School for the management and implementation of quality research relevant to the School academic direction.
* Contribute to the School’s research plan and ensure that research targets are achieved and

recorded in the School’s research report* Maintain the eligibility requirements to participate in the Performance Based Research Fund (PBRF) process.

**Student management and engagement*** Manage liaison with administration, student services, staff and management to ensure student needs and expectations are fulfilled in a timely and constructive manner.
* Monitor and review attendance and progress on programmes.
* Work with teaching staff and the Head of School as necessary to effectively manage student issues including student conduct, appeals and complaints processes.
* Work with teaching staff to build positive student relationships and improve/maintain levels of student engagement.

**Budgets and resourcing*** Consider and plan programme budgets in conjunction with the Head of School and Operations Officer and provide Programme budget forecasts as required.
* Work with the School Operations Office to oversee all external delivery contracts and report issues or variances to the Head of School in a timely manner.
* In conjunction with the Head of School and the Operations Manager, monitor Programme budgets and contribute to the School monthly report on YTD spend and variances.
* Work with the School Operations Manager to develop capital expenditure applications and allocations to ensure that programmes have all necessary resources for effective teaching and administration e.g. IT, facilities, equipment, laboratories, assets etc.
* Ensure all business, administrative and academic documentation are completed on time and

accurately.**External relationships*** Actively engage with our communities in promoting and supporting health and social services workforce development within the School
* Promote the School and its programmes by liaising with relevant industry, education and community groups.
* Ensure contact with external stakeholders enhances the School’s reputation as responsive, innovative, reliable and capable.
* As appropriate liaise with external stakeholders e.g. NCNZ, NETS, etc.
* Build external industry relationships to promote identity and create opportunities to engage with industry and promote the Programmes.

**Strategy, Planning and Reporting*** Work with the Head of School and Operations Manager on programme planning and EFTS

forecasting.* Work with the Head of School on strategic planning for programmes.
* Monitor and track EFTS and FTE staffing needs for programmes and provide monthly reports to the Head of School.
* Work with the Head of School and other Programme Managers to ensure a coordinated approach

is taken to School planning. |
| **Health and Safety*** Work with the School Operations Manager in ensuring quality management systems optimising occupational health, safety and welfare of all School staff.
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| * Ensure that all Programme staff comply with Health and Safety obligations for their area.
* Promote a safe and healthy environment for staff, students and visitors.
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| **Culture*** Support and maintain a culturally safe environment and recognise the role of the Treaty of

Waitangi (Te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.* Encourage a working environment that fosters the values of WelTec and Whitireia.
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| **Other Duties*** Undertake other duties as requested by the Head of School.
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| **Position Dimensions *(Te rahinga o te tūranga)*** |
| Financial delegations | Level 4 |
| HR delegations | Level 4 |
| Direct Reports | 18 academic staff + any subcontractors if required |
| Key Internal Relationships | Head of SchoolSchool Operations ManagerOther School Programme Managers and Academic staffDean Te Wananga Māori Teaching and Learning Directorate People and Capability Directorate Finance and Corporate Services Learner Journey DirectorateStudents |
| Key External Relationships | StudentsExternal sub-contractors Regulatory authorities Industry organisations Employers |

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| **Person Specifications** |
| Qualifications andExperience | **Essential:**Strong leadership and applied management skills Demonstrated expertise in academic planning Strong leadership and applied management skills Previous teaching experience**Desirable**Adult teaching qualification or equivalentExperience working in a tertiary education environment Experience in working with academic staff in an ITP environment Experience working in a multicultural environmentAble to establish and maintain working relationships with various regional and national industry sector interestsExperience in dealing with students from various backgrounds Experience with education management information systems |
| Specialist Knowledge and Skills |  |

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|  | A good understanding of education management information systemsStrong influencing and facilitation skillsWell-developed writing skillsFor degree programmes, understanding of and participation in research activities |
| Personal Attributes | A willingness to be a role model for WelTec and Whitireia values Demonstrated leadership and facilitation skillsAbility to work under pressure and maintain standards An ability to juggle competing prioritiesDemonstrated ability to meet deadlines and multi taskExcellent communication skills with a broad cross section of people Highly developed customer service skillsExcellent organisational and planning skillsAbility and willingness to learn and share information Ability to work in a diverse team |