

**Senior Technical Officer**

**POSITION DESCRIPTION | TE WHAKAATUARAKI MAHI**

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| **Position Details *(Ngā Taipitopito Tūranga)*** |
| Position Title | Technical Officer – Screen production (0.5FTE) |
| Business Unit | School of Innovation Design and Technology |
| Reports to | Programme Manager Digital Media and Design  |
| Location | Wellington city and other locations as required |
| **WelTec & Whitireia: Our Purpose *(Ko tōna iho)*** |

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 *(Ngā Mātāpono)*** |

We put people at the heart of everything we do. Key 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 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 *(Take Tūranga)*** |

To support the development and delivery of current and future programmes by monitoring and maintaining equipment, managing perishable stock and maximising the value of the resources.

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| **Key Accountabilities *(Ngā takohanga matua)*** |
| * Manage purchase in conjunction with programme manager.
* Manage inventory and inventory levels effectively.
* Keep equipment in clean/functional condition.
* Arrange for servicing of equipment as needed.
* Signal any future CAPEX requirements.
* Manage the AVID production suite and server in conjunction with ICT services.
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| **Health and Safety*** Monitor equipment for health and safety purposes
* Monitor building and teaching spaces for health and safety purposes
* Ensure availability of Operating manuals/instructions for large equipment
* Maintain current personal health and safety certification
* 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 or anyone else.
* Comply with Health and Safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management.
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| **Te Tiriti o Waitangi*** Incorporate Te Tiriti o Waitangi in their practice as a kaiako in the New Zealand Tertiary educational setting.
* Incorporates tikanga, kaupapa and matuaranga Māori in curriculum delivery and design processes.
* Understands and follows institutional protocols to collaborate with mana whenua

Uses appropriate strategies for effective communication with whānau, and other relevant Māori organisations/community groups |
| **Collaborative Relationships*** Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia.
* Work with others collaboratively and constructively to achieve successful outcomes.
* Support the work of the Team and wider Institute campuses 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 colleagues.
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| **Valuing and Nurturing Diversity*** Recognise and positively respond to the different needs of particular groups and individuals within the Institutes’ communities.
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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.
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| **Other Duties*** Any other duties as requested by the Director.
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| **Position Dimensions *(Te rahinga o te tūranga)*** |
| Financial delegations | Nil |
| HR delegations | Nil |
| Direct Reports | Nil |
| Key Internal Relationships | * Teaching and Learning staff including Programme Manager and Head of School
* Te Auaha administration staff
* Whitireia and WelTec staff
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| Key External Relationships | * Suppliers
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| **Person Specifications *(Tātai pūmanawa)*** |
| Qualifications and Experience | * Appropriate relevant experience
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| Personal Attributes | * Co-ordination and time management skills
* A responsible and self-motivated work ethic
* Basic computer skills (Word, Excel etc)
* Ability to learn new software applications
* Strong thinking and problem-solving abilities, and decision-making skills that demonstrate excellent judgement.
* The ability to think strategically and creatively about the future, and to develop and implement plans to achieve significant innovations and complex goals.
* A strong and consistent ability to engage others and build strong relationships based on honesty and trust at all levels of an organisation and externally.
* Energy, persistence, and the ability to self-manage well.
* A focus on delivering on results and commitments.
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