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**Position description**

**TE WHAKAATUARAKI MAHI**

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| **Position Details(Ngā Taipitopito Tūranga)** | |
| **Position Title** | **Programme Manager** |
| **Business Unit** | **Te Wananga Māori** |
| **Reports to** | **Dean Te Wananga Māori** |
| **Location** | **PORIRUA** |
| **Date** | **2024** |

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| **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. Principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – Uphold the commitment made by the Crown to Māori, including the acknowledgement of rangatiratanga. 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 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.

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| **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 contribute to the strategic development and leadership of the School and wider organization.

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

***Note:*** *The responsibilities of this position are expected to change over time as WelTec and Whitireia respond to changing needs. The incumbent is expected to adapt as the environment evolves. To ensure the focus of responsibilities remains up-to-date, the high level description below will be supported by short term roll-over action plans prepared by the incumbent and agreed with their manager.*

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| **Functional Relationships** |

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| **Internal** | **External** |
| Head of School  Portfolio/Programme academic staff  Centre Operations Manager  Other Centre and School Programme Managers and academic staff  Academic Advisors  People and Capability  Students | Regulatory authorities  Industry organisations  Employers |

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| **Position Dimensions(Te rahinga o te tūranga)** | |
| Staff delegations: | Level 4 |
| Financial delegations: | Level 4 |
| Staff reporting: | Academic staff numbers as required |

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

 

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| Qualifications and Experience | **Essential:**  Relevant tertiary qualification – not less than a Master of Education or related qualification.  Strong leadership and applied management skills  Demonstrated expertise in academic planning  Current Annual Practising Certificate - RN  Previous teaching experience  Strong professional networks and community relationships  **Desirable**  Degree of fluency in te reo Māori  Exemplar of tikanga Māori  Experience in whānau, hapu, iwi development  Adult teaching qualification if Master’s Degree is not in Education  Experience working in a tertiary education environment  Experience in working with academic staff in an ITP environment  Experience working in a multicultural environment  Experience in dealing with akonga from various backgrounds  Experience with education management information systems |
| Specialist Knowledge and Skills | A very good understanding of academic quality frameworks and processes  Knowledge of educational technology or proven ability to acquire such knowledge  A good understanding of education management information systems  Strong influencing and facilitation skills  Well-developed writing skills  For degree programmes, understanding of and participation in research activities  Knowledge of diverse Māori realities |
| Personal Attributes | A willingness to be a role model for WelTec and Whitireia values  Demonstrated leadership and facilitation skills  Ability to work under pressure and maintain standards  An ability to juggle competing priorities  Demonstrated ability to meet deadlines and multi-task  Excellent communication skills with a broad cross section of people  Highly developed customer service skills  Excellent organisational and planning skills  Ability and willingness to learn and share information  Ability to work in a diverse team |