

Te Whakaatuaraki mahi | Position Description

Position details	
Position title	Senior Academic Advisor
Reports to	Head of Academic Success
Location	Whitireia and WelTec campuses
Date	April 2025

Te ako ngātahi. Te whakaahua kētanga o te tangata Learning together. Transforming lives.

Whitireia (Te Kura Matatini o Whitireia) and WelTec (Te Whare Wānanga o te Awakairangi) are dynamic, innovative providers of vocational education, fully integrated with the community, supporting learners to engage in their first jobs, to upskill to change roles, and to learn for life. We produce skilled graduates who are confident, capable, courageous, and resilient; and improve social and economic wellbeing.

As a business division of Te Pūkenga - New Zealand Institute of Skills and Technology, together with other Institutes of Technology and Polytechnics in Aotearoa New Zealand, you join a team where you will be able to learn and grow, both as an individual and as a professional.

Our Iwi partnerships are a big part of our identity. We value our relationships with Ngāti Toa Rangatira and Te Āti Awa and work together to achieve equitable outcomes for Māori.

Ngā kaupapa e whā | Values

Our faculty, kaimahi (staff), and ākonga (students) uphold our values:

- Whakapapa | A sense of belonging for all learners
- Whanaungatanga | Connected through partnerships
- Manaakitanga | Supporting, growing, challenging
- Tikanga | Doing things the right way, according to values

Guiding Principles | 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 Rangatira, including the acknowledgement of rangatiratanga and responsiveness to Māori. 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 ākonga as individuals with unique needs and aspirations.

Community engagement | Engaging actively with Mana Whenua 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.

Collaboration | Working hand-in-hand with industry and employers to ensure the relevance of vocational education to the needs of industry. Providing real-world learning experiences for ākonga, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader Aotearoa New Zealand objectives and resources.

Leadership | Providing a framework and vision for the vocational sector in Aotearoa New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

Growing capability | Providing economic and social benefit to Aotearoa New Zealand through increasing employability of ākonga (students), actively driving growth in international ākonga engagement, and building transferable skills and capability.

Take Tūranga | Position purpose

Reporting to Head of Academic Success, the purpose of the role is to lead initiatives and advise on maximising capability and capacity of our Tutors in agile and responsive teaching and learning practices.

Ngā takohanga matua | Key accountabilities

Senior Academic Advisors may lead and advise within a specialised area or across portfolios. These include:

- Actively engaging with programme managers and senior academic staff to build capability in teaching innovation.
- Providing high-quality advice to staff on adaptative and responsive pedagogies in course design which reflect the changing nature of the workforce and students engaging in vocational education
- Building flexible pedagogies and blended learning into vocational teaching and learning (including the use of LMS tools and Electronic Portfolios).
- Enabling purposeful and meaningful assessment, moderation and evaluative practices.
- Initial kaiako capability development including support for obtaining adult teaching qualifications.

- Embedding literacy and numeracy skills into teaching and learning, including the purposeful and meaningful use of LNAATs testing.
- Supporting Academic Quality Assurance in Providing sound advice to schools on relevant compliance factors as they pertain to course and programme delivery.
- Working with Heads of Schools and Programme Managers to build staff expertise in, and commitment to evaluative practices and activities which enhance curricula delivery and student outcomes.

Health and safety

- 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, reporting all incidents and proactively identify hazards and support their management.

Collaborative relationships

- Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of Te Pūkenga.
- 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 to continually improve the quality of work produced.
- Develop and maintain the trust, respect and confidence of colleagues.

Valuing and nurturing diversity

- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities.

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.

Other duties

- Any other duties as requested by your Head of School.
- Responsibilities of this position are expected to change over time as Whitireia and WelTec responds 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) action plans prepared by the incumbent and agreed with your manager.

Te rahinga o te tūranga | Position dimensions

Financial delegations	Nil
HR delegations	Level 4
Direct reports	Nil
Key internal relationships	<ul style="list-style-type: none"> • Joint Leadership Team • Managers across WelTec and Whitireia • Teaching and Learning Directorate Management Group • Academic kaimahi • Teaching Innovation and Research kaimahi, Registry kaimahi
Key external relationships	<ul style="list-style-type: none"> • NZQA • Accreditation and Registration bodies • Ministry of Education • Other government agencies

Person specifications

Qualifications and experience	<ul style="list-style-type: none"> • Has a graduate degree in a relevant discipline • Minimum 4-5 years relevant experience • Has experience in curriculum development role in the New Zealand tertiary education sector and, or • Has contributed to academic evaluative activities in a New Zealand tertiary education context • Has experience in working with quality assurance management systems.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Demonstrates strong knowledge and understanding of curriculum development requirements for tertiary education organisations • Has recent experience in a senior role working with academic staff to provide guidance to satisfy institutional and central agency curriculum development requirements.
Personal attributes	<ul style="list-style-type: none"> • Demonstrates ability to work positively and constructively with others to enable, and build, curriculum development capability • Inspires others by consistently demonstrating positivity, energy, resilience and commitment • Communicates clearly and succinctly, both verbally and in writing and in a variety of contexts • Works very effectively as a member of a team. Values the contributions of others. Supports others to be more effective • Is able to manage competing demands effectively, get things done, and meets commitments made to others