

## The Wintec Team

As part of the team here, you'll be helping us achieve our mission of strengthening the community, both socially and economically (ki Te whakakaha i te iwi hāpori mā te ara matauranga, rangahau arā umanga whanakenga). We work hard to offer people from the Waikato, and overseas, credible and relevant qualifications, modern facilities and a supportive student environment. To do this, we liaise closely with local businesses, community organisations and international education providers to make sure our students leave us work-ready and employable – wherever they may choose to live in the world.

This means that our staff not only have the opportunities, but are also encouraged and supported, to stay connected with local industry and the community; keep up-to-date with the latest technology; and become more globally savvy.

You'll also be a joining an organisation where we value getting the job done and doing it well; where we challenge ourselves to look for ways to do things better; and where people work together, value and support each other.

## Role Purpose

1. Effective leadership of staff to ensure an engaged, high performing and flexible team.
2. Delivering successful student outcomes by providing leadership and management in teaching quality, research and effective programme management.
3. Effective management of budgets, quality and risk within areas of responsibility.
4. Successfully building and maintaining relationships with all key stakeholders.

## Employment Details

<b>School/Centre</b>	Centre for Health and Social Practice
<b>Location</b>	The appointee will be based at Hamilton City campus, but may be required to work at other sites.
<b>Reports to</b>	Centre Director – Centre for Health and Social Practice
<b>Remuneration</b>	Negotiable
<b>Band</b>	7
<b>Tenure</b>	Permanent
<b>Hours</b>	37.5
<b>Direct Reports</b>	<i>Academic staff</i> <i>Technicians</i>

### Functional Relationships

#### *Internal*

Directors  
Dean of Faculty  
Heads of School/Centre  
Department managers  
Team Leaders, Co-ordinators  
Office Managers/PAs  
Advisors/consultants  
Academic staff  
Administration staff

#### *External*

Students  
Business / industry / community / employers  
Government agencies  
ITOs  
SAWIT  
EPGs

## Accountable for

## Successful when

### Effective Team Management

Creates a positive environment in which staff are motivated, innovative, and contribute to effective change.

Promotes a customer service culture and secures staff commitment to the process.

Provides the team with a clear sense of direction by communicating goals, directions, and strategies for Wintec and for the school/centre regularly.

Ensures Head of School/Centre Director receives regular feedback on team and programme performance.

Establishes performance and/or development goals for all staff.

Effectively manages staff and team performance.

Actively seeks to improve skills and talents of staff.

Manages recruitment, selection and induction processes to ensure the development of a high performing team.

Staff understand the relationship between the programmes and the school/centre's business plan and Wintec's strategic priorities.

Objectives are clearly defined and key goals are cascaded effectively into the team's My Plans.

Performance is monitored against goals to achieve specified outcomes.

Performance is evaluated as part of the My Plan process.

Capability development needs are identified and the required development opportunities are provided.

Coaching, training and constructive feedback is provided to address performance concerns.

Staff are mentored in teaching delivery in a collegial and supportive way.

Expectations are established for new staff and mentoring is provided.

Wintec's requirements for new staff are completed, including CAT/CATE/NCALv, onboarding programme, school/centre induction.

### Leadership

Ensures programmes are aligned with Wintec's strategic priorities and delivery meets required quality and outcomes.

Ensures effective delivery of school/centre's responsibilities for cross organisational academic and related administrative activities.

Ensures responsiveness to and congruence with organisational requirements.

Ensures programme related school/centre processes are effective, efficient and responsive to student needs.

Serves as a role model and mentor for staff, demonstrating Wintec values.

Provides sound advice, encouragement, guidance and support for staff.

Continually drives to achieve high levels of performance for self and others.

Clear priorities are established, timetables and activities are scheduled, and performance is monitored against goals.

Organisational requirements are met for key activities, e.g. completions, results.

Academic and administrative student processes (e.g. complaints student forums, appeals, results etc.) are effective, timely and accurate.

### Teaching Quality and Research

Leads the teaching team to ensure the quality of teaching on all programmes meets Wintec and TEC expectations.

Teaching quality is monitored and feedback from students and staff is reflected in the delivery of the programme.

## Accountable for

Models quality teaching practices when teaching.

Teaches in specific circumstance to meet school/centre needs such as teaching in specialist disciplines, relief teaching or other special circumstances.

Works collegially to enable and support students to achieve successful outcomes.

Leads and develops staff to ensure teaching quality.

Leads the overall research plan for the programme.

Assists the Research Leader with supporting staff undertaking research.

## Successful when

Staff are aware of and competent in meeting student learning support/academic advisory needs.

Teaching skills are modelled and teaching technologies, subject knowledge, industry experience and supportive and inspirational behaviours are used in the teaching quality framework to ensure teaching outcomes are met.

Teaching is undertaken where required on appropriate programmes.

Shares results of own research outside of Wintec by publishing in peer reviewed publications, and presenting at peer reviewed conferences and seminars or workshops.

Staff are mentored and supported in research.

Research activities are monitored against goals.

Research priorities are aligned with teaching requirements.

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### Allocation of Resources

Ensures appropriate resources are available and used effectively and efficiently, including staff time, rooms, skills etc.

Effectively manages the budget for the programme's cost centre.

Resources (including staff) are available and allocated effectively and outcomes are monitored.

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### Building and Maintaining Relationships

Establishes and maintains relationships with internal and external stakeholders at all levels.

Ensures effective and supportive relationships with students.

Relationships with employers enable opportunities for staff secondments in industry and student work placements.

Learning requirements are monitored and support is provided where required.

Regular feedback is requested from students and reflected in the delivery of the programmes.

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### Occupational Safety and Health

Health and safety management accountabilities are understood and applied.

Individual and staff health and safety outcomes and objectives are reviewed at least annually.

Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.

Significant hazards are eliminated, isolated and/or risk minimised.

Staff in the area of responsibility are involved in the hazard management process.

Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements.

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## Accountable for

## Successful when

Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

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### **Wintec Culture**

Wintec's mission, strategies, priorities and values are observed in all activities.

All Wintec policies and procedures and legislative obligations are followed.

An understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO) is demonstrated.

An understanding and commitment to Wintec's mission, strategies, priorities and values is demonstrated.

Equity and diversity in the workplace is promoted, mutual trust built, and staff treated equitably, transparently, fairly and in a culturally appropriate manner.

Continuous improvement and development of systems, procedures and service ensures Wintec maintains and develops its position as a leading provider of vocational education and training.

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### **Other duties**

Performs other duties as may be reasonably required from time to time.

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## Our Values

**Working Together**

*Mahi tahi*

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

**Challenge and Innovation**

*Whakaaro whānui*

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

**Customer Focus**

*Manaaki tangata*

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

**Valuing People**

*Whakamana i te tangata*

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

**Taking Ownership**

*Kia tika*

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

**Improvement and Opportunity**

*Kia tupu, kia hua*

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.

# Competency Specification

<b>Education / Training and Experience</b>	<p>Current Physiotherapy Board of New Zealand registration (or eligibility to register).</p> <p>Relevant Doctorate or PhD qualification in subject related discipline/s.</p> <p>Teaching and learning or education qualification/certification.</p> <p>Minimum of three to five years' teaching experience at a senior level at a tertiary institute.</p> <p>Understanding of culture, identity and learning in New Zealand.</p> <p>Able to contextualise learning based on up to date industry requirements</p> <p>Significant and recent experience working within the specialised industry.</p> <p>Active involvement within industry.</p> <p>Positive national and/or international reputation.</p>
<b>Leadership</b>	<p>Ability to be innovative, to question the status quo and to adapt to changing circumstances.</p> <p>Ability to provide the team with a clear sense of direction (interpreting Wintec mission, values and strategic priorities into meaningful school/centre context and objectives).</p> <p>Highly developed coaching and feedback skills.</p> <p>Experience in developing and leading others generally and specifically in relation to quality teaching practices, and/or research, and teaching technologies.</p>
<b>Managing</b>	<p>Ability to set clearly defined goals that link from school/centre business plans down to individual performance plans.</p> <p>Demonstrated ability to monitor performance against goals and take correct action where required.</p> <p>Knowledge, awareness and skill in a range of academic and administrative functions, including financial and HR; takes into account all different functions in managing their area of responsibility.</p> <p>Proactive and self-starting; takes actions to achieve favourable outcomes for the organisation, seeks opportunities to take action, and actively influences events.</p>
<b>Delegation</b>	<p>Demonstrated ability to delegate responsibility to appropriate staff; giving others latitude to exercise their own initiative.</p> <p>Able to exercise judgement in problem solving.</p> <p>Demonstrated ability to recognise problems or issues, and to take appropriate action.</p>
<b>Communication</b>	<p>Highly developed interpersonal and relationship skills.</p> <p>Demonstrated ability to build and maintain productive relationships.</p> <p>Demonstrated ability to work with colleagues and direct reports to resolve issues and meet agreed outcomes.</p> <p>Demonstrated ability to communicate effectively with all stakeholders at all levels.</p>
<b>Technologies</b>	<p>Able to use Microsoft Outlook, intranet and other communication tools confidently.</p>

## Competency Specification

Microsoft Word, Excel and PowerPoint to intermediate level.

Ability to adapt new and emerging technologies to enable and support problem-solving and innovation.

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### **Health & Safety**

Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.

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