

## Position Description

# Lecturer/Senior Lecturer – Business & Enterprise (2 positions)

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*In each and every appointment for employment at Tai Poutini Polytechnic, the “employer” is the Chief Executive of the institution.*

<b>Conditions of Service:</b>	Tutorial Collective Agreement or Individual Employment Agreement
<b>Reporting to:</b>	General Manager (depends on location)
<b>Position Status:</b>	Full time or part-time, permanent or fixed term.
<b>Remuneration:</b>	For a suitably qualified appointee remuneration will be negotiated within the senior lecturer range of \$80K plus.
<b>Location:</b>	Auckland based at the MAINZ faculty in Victoria St and or Greymouth
<b>Functional Relationships:</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>Chief Executive</li> <li>Director International and Strategic Projects</li> <li>Head of Departments</li> <li>Programme Leaders Academic Staff / Tutors</li> <li>Administrative Staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>Other TEOs</li> <li>Industry stakeholders</li> <li>Community stakeholders</li> <li>Prospective Students</li> </ul>
<b>Financial Delegation:</b>	\$2,000

## Concept

The appointees will be expected to take a leadership role in delivering a range of programmes covering creative enterprise and business management. Some of these programmes are aimed at creative arts students eg on the Music degree and Graduate Diploma in Creative Enterprise. and some at business management students undertaking the TPP Bachelor of Creative Business Enterprise.

As students are distributed nationally for some programmes it is essential that the appointee is accustomed to delivering innovatively on a distance mode.

One of the appointees at least will have a Programme Leader role ensuring the overall quality and delivery of a degree or graduate diploma.

The positions would fit with a 0.5 commitment particularly if the appointee was engaged in relevant work in the other half of their time.

## Main Duties

The post holder performs a range of duties and responsibilities from those listed below. The balance of these will vary between post holders.

### **Student Experience**

- Designs and delivers innovative, high quality and challenging learning experiences.
- Equips students with the skills, knowledge and attributes required by employers through delivery of the curriculum.
- Contributes to the development of a sense of student community and acts as key contact for students.
- Assists with the operational delivery of courses/modules and acts proactively to address any emerging issues, escalating as appropriate.
- Actively participates in student induction (where appropriate), including preparation of key information for students.
- Plays an active role in the pastoral care and supervision of students.

### **Learning, Teaching and Assessment**

- Plans and delivers the curriculum using appropriate media, including the use of IT.
- Engages in critical reflection on practice as a basis for improving performance.
- Contributes to innovation in learning, teaching, assessment and curriculum development with the aim of meeting the needs of learners.
- Provides effective feedback, support and guidance to students.
- Translates professional experience into the academic context as appropriate.
- Regularly engages in staff development activities relating to teaching, learning and assessment.
- Supervises individual and group based student activities, e.g. dissertations, industrial placements, work based projects.

### **Research and Scholarly Activity**

- Identifies and conducts research and scholarly activity which is relevant to the lecturing role.
- Integrates research into teaching and learning.
- Identifies opportunities for income generation and/or entrepreneurialism through research, consultancy or professional practice.

### **Team work and Communication**

- Works effectively with colleagues at all levels and contributes to the achievement of team objectives.
- Develops collaborative relationships across teams and between Faculties/Departments.
- Maintains dialogue with managers in the performance of post responsibilities.
- Develops networks of useful contacts both within and outside the University.

### **Personal effectiveness**

- Seeks ways to improve efficiency and quality and motivates and encourages others.
- Contributes to achievement of organisational goals.

### **Business Effectiveness**

- Engages with the relevant business and professional environments to develop and promote relationships that will enhance income generation. Develops an understanding of market and business needs.
- Engages with relevant business and professional environments to promote student learning, scholarly work, and self-development in a real world context.
- Contributes to business enhancement and maintenance of customer-focus.

### **Quality management and enhancement**

- Contributes to the development and achievement of quality standards and criteria.
- Takes part in initiatives to improve quality of educational provision and access to higher education.

These duties may evolve in line with the changing strategic objectives of the Faculty/Department and polytechnic. Specific objectives will be agreed through the appraisal process.

## **Person Specification:**

The Lecturer/Senior Lecturer should:

1. Have relevant professional and/or vocational qualifications appropriate to the **position including a postgraduate research degree and research record**. Applicants must have a PhD in a related topic or a research masters degree, lecturing experience, and a track-record of high quality research publications and/or consultancy or commercialisation activity.
2. Have proven organisational skills within an academic environment, including demonstrated ability to undertake curriculum and course/tutorial design within the areas of expertise.
3. Be research active and able to support others in their research endeavours including supervision.
4. Have evidence of a good track record in successful teaching delivery at level 5 and above.
5. Have a demonstrable record of excellent people and leadership skills.

A Senior Lecturer at TPP is a lecturer who has specialised industry/professional knowledge and experience and in addition has demonstrated continuous and consistent excellence in facilitating learning. The Senior Lecturer will have a record of either; research, leadership and service or consultancy. Senior Lecturers will hold a relevant teaching qualification and be active in continuing professional development, including teaching practice; and will have current involvement in trade, professional, industry or community activities in their field. The Senior Lecturer will mentor and guide other staff in their development and practice as learning facilitators

## Desired Skills and Experience

1. Demonstrated capabilities in research and teaching in any of business enterprise, creative business, strategic management, business analysis, digital industries and entrepreneurial SMEs; major non-profit flagship cultural companies, entertainment and creative industries; strategic development of the arts and creative industries; international and national trends and issues in creative business development or related areas.
2. Demonstrated research knowledge in at least one major field of the above or related area of relevance to TPP eg eco tourism business
3. You should be able to demonstrate strategic academic expertise in research and education and the integration of the two. . While there are no line management responsibilities with this post, there is an expectation that the successful applicant will be a successful leader for the academic staff aligned to this area.

## Personal Attributes

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of our students, internal and external customers through maintaining standards of quality and accuracy. Is committed to a service ethic and to developing and sustaining productive relationships built on trust and mutual respect.
- **Drive for Results:** Has the desire to attain standards of excellence and do better. Can be counted on to meet goals and is consistently a high performer. Is very bottom line orientated and can effectively plan, organise and prioritise tasks and activities to meet agreed deadlines. Steadfastly pushes self and encourages others for quality results.
- **Enthusiasm and Initiative:** Openly contributes to and participates in debates for new initiatives and their implementation. Is seen as a co-operative and collaborative team player who can represent their own and Faculty interests while still being fair and considerate of others. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action.
- **Organisational Awareness and Commitment:** Has the ability to understand both formal and informal structures and is willing to align behaviour with the needs, priorities and goals of the organisation, and to act in ways that promote organisational goals or meet organisational needs. Is prepared to respect and uphold the Polytechnic's mission statement, values and corporate goals.
- **Personal Learning:** Knows personal strengths, weaknesses and limits. Picks up on the need to change personal and interpersonal behaviours quickly. Gains insights from mistakes of self and contributes effectively to balanced performance reviews and career discussions.

**Health and Safety**

**Key Accountabilities**

- Take all practicable steps to ensure the Employee's health, safety and welfare.
- Comply with the requirements of any safety codes set down from time to time by the Employer, or by the Department of Labour.
- If the Employee is in any way involved in an accident while engaged in work for the Employer, he/she agrees to advise the Employer of the details of any such accident without delay. The Employee will log any incident or injury that has occurred in the accident register provided by the Employer on the day the accident occurs.

**Key Performance Outcomes**

- Compliance to TPP Health and Safety Policy and the Health and Safety in Employment Act 1992
- Ensure that all incidents and accidents are reported without delay
- Safety meetings are held and records kept
- All employees are aware of the risks and hazards associated with their tasks and environment.

Compliance with all relevant legislative and Code of Practice requirements, including but not limited to, Public Finance Act, Code of Practice for Pastoral Care of International Students, Consolidated Code of Staff Ethics.

Any other duties and responsibilities that are applicable to the position description as required, and subject to negotiation