

## Tutor – Business Administration

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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 Staff Collective Agreement or Individual Employment Agreement
<b>Reporting to:</b>	HoD General Studies
<b>Position Status:</b>	Fixed term, part-time (0.20 FTE)
<b>Remuneration:</b>	Tutorial Staff Collective Agreement range of rates  T1-01 - \$43,996 to T1-11 - \$65,405 pro-rated to 0.2 FTE  subject to qualifications and experience
<b>Functional Relationships:</b>	Programme Tutors / Lead Tutor Academic Staff General Staff Industry and the Community

### **Purpose of Position:**

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To deliver Business Administration modules as required, on the National Certificate in Business Administration and Computing Level 2 – 3 programmes, and the National Certificate in Business Administration Level 4 programmes delivered in Greymouth and Westport.

To contribute to the goals and objectives of the Polytechnic by demonstrating professional competence that builds quality, reputation and growth.

**Key Tasks:**

<b>TEACHING DUTIES</b>		
	<b>Key Accountabilities</b>	<b>Examples of Performance Measures</b>
<b>T1 Tutors</b>	<ul style="list-style-type: none"> <li>• Be competent in their discipline / subject area</li> <li>• Apply effective communication skills in learning situations related to their discipline</li> <li>• Select and apply teaching and/or learning strategies to promote effective learning consistent with individual student learning needs</li> <li>• Recognise student learning difficulties and arrange for appropriate support</li> <li>• Practice in non racist and non sexist ways and to be sensitive to students and colleagues with special needs</li> <li>• Demonstrate that practice is informed by the current body of knowledge about effective teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>➤ Courses are rated highly by students who recommend them to others</li> <li>➤ Assessment results indicate a high level of learning</li> <li>➤ Certificate in Adult Teaching or equivalent achieved within agreed time frames. Professional Development plan documented, discussed and agreed with Programme Leader/ HOD and includes progression towards achievement of relevant qualifications</li> <li>➤ Observations of teaching are carried out at least twice a year, as per Polytechnic Policy and feedback responded to</li> <li>➤ Action Plan based on student feedback for continuous improvement is developed in conjunction with the Lead Tutor /Programme Leader / HOD</li> <li>➤ Primary subject area is updated annually to current trends, industry and NZQA requirements</li> </ul>
<b>T2 Tutors</b>	<ul style="list-style-type: none"> <li>• Demonstrate advanced standing in their discipline/subject area</li> <li>• Apply effective communication skills in diverse learning situations</li> <li>• Select and apply teaching and/or learning strategies consistent with individual student learning needs</li> <li>• Select and apply strategies to enable students to develop as independent learners</li> <li>• Identify student learning difficulties and plan and implement strategies for improvement</li> <li>• Practice in non racist and non sexist ways and be sensitive to students and colleagues with special needs</li> <li>• Demonstrate that practice is informed by the current body of knowledge about effective teaching and learning</li> </ul>	

NON TEACHING DUTIES		
	Key Accountabilities	Examples of Performance Measures
<b>Research and preparation of teaching notes and materials</b>	<p><b>Both T1 and T2 Staff:</b></p> <ul style="list-style-type: none"> <li>Lesson plans, teaching notes and materials are developed and kept for all courses/programmes</li> </ul> <p><b>T2 Staff:</b></p> <ul style="list-style-type: none"> <li>Design and implement small scale research into effective teaching and/or learning within own discipline</li> <li>Demonstrate professional activities which contribute in a positive way to the reputation of the polytechnic/profession e.g. research, consultancy, publication</li> </ul>	<ul style="list-style-type: none"> <li>Teaching plans and resources are developed and centrally filed</li> <li>Research is undertaken as negotiated</li> </ul>
<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>Manage student queries or issue resolution processes to ensure appropriate actions and decisions are arrived at and communicated to all concerned and refer as appropriate</li> <li>Ensure any student disciplinary processes are followed and refer as appropriate</li> <li>Provide encouragement and support to students as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Students have access to tutors and pastoral care as required</li> <li>Any student with special needs requirements are referred to the appropriate service</li> <li>Variations including absence are reported to Programme Leader/HOD and according to Polytechnic Policy</li> </ul>
<b>Staff Mentoring (T2 Staff)</b>	<ul style="list-style-type: none"> <li>Guide and support T1 staff to develop identified skills and attributes</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings held with T1 staff member following an agreed plan of action</li> <li>Feedback from T1 staff member on effectiveness of mentoring</li> </ul>
<b>Marketing and Recruitment</b>	<ul style="list-style-type: none"> <li>Be actively involved and assist in the promotion of their programmes, which may include, expos, open days/nights, school visits and student for a day</li> </ul>	<ul style="list-style-type: none"> <li>Interviews, enrolments and inductions are completed and documented</li> </ul>
<b>Professional upskilling and training days</b>	<ul style="list-style-type: none"> <li>Evaluate and reflect on own practice in order to identify directions and strategies for development</li> <li>Demonstrate commitment to ongoing professional development both within their discipline and as an educator</li> <li>Initiate and respond to feedback from students and/or peers</li> <li>Plan and implement programmes for professional development</li> <li>Be responsible for own professional development relevant to teaching topics, industry, community and technical developments</li> <li>Reading and where possible attending appropriate courses and conferences</li> </ul>	<ul style="list-style-type: none"> <li>Negotiate objective annually with the Lead Tutor</li> <li>Identify needs through formative appraisal processes and negotiate own training and development plan with the Lead Tutor</li> <li>Keep up to date and further develop required skills</li> <li>Continuous upskilling of subject knowledge and professional competence is demonstrated</li> </ul>

	<b>Key Accountabilities</b>	<b>Examples of Performance Measures</b>
<b>Preparation of student information books</b>	<ul style="list-style-type: none"> <li>• Provide students with appropriate subject related information as per Academic Policy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Brochures, course materials, student information books are updated and accurate</li> <li>➤ Subject outline detailing learning outcomes, schedule, requirement and assessment process is given to students within the required timeframe</li> </ul>
<b>Preparation of course work books</b>	<ul style="list-style-type: none"> <li>• Be a part of any programme development for new programmes or programmes that are changing to ensure that all materials are up to date and changes communicated</li> <li>• Resource and develop materials associated with academic delivery as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tutor survey results indicate appropriate planning, implementation and assessment</li> </ul>
<b>Course Development</b>	<p><b>T1 Staff:</b></p> <ul style="list-style-type: none"> <li>• Implement and develop programmes and learning (respond to feedback)</li> <li>• Contribute to the development of and implement programmes for the assessment of learning</li> </ul> <p><b>T2 Staff:</b></p> <ul style="list-style-type: none"> <li>• Design, implement, develop and evaluate new and existing programmes of learning (through application of defensible models)</li> <li>• Plan, implement and evaluate programmes for the assessment of student learning, including assessment of prior experiential learning</li> </ul>	
<b>Audit Activities</b>	<ul style="list-style-type: none"> <li>• Ensure that full security and confidentiality is maintained of all student information assessment information, etc</li> <li>• Work to deliver the agreed plan of QA activities e.g., annual programme reports, internal and external moderation requirements etc</li> <li>• Implement moderation recommendations / requirements</li> <li>• Implement Audit and Programme Annual Self Assessment (PASA) requirements</li> </ul>	<ul style="list-style-type: none"> <li>➤ Assessments meet moderation standards and are valid and reliable</li> <li>➤ Audit and PASA implemented in a timely manner</li> </ul>

	<b>Key Accountabilities</b>	<b>Examples of Performance Measures</b>
<b>Reporting and Review</b>	<ul style="list-style-type: none"> <li>Assist the with EFTS and other ad hoc programme reports as required</li> <li>Maintain and communicate accurate records of learning</li> <li>Timetabling is done in consultation with the Programme Leader / HOD</li> <li>Ensure all student files and results are maintained</li> </ul>	<ul style="list-style-type: none"> <li>Timesheets completed within required timeframe with 100% accuracy</li> <li>Results recorded with 100% accuracy and forwarded to the appropriate person within the required timeframe as per Policy</li> <li>All timetables are provided to students in advance of programmes commencement</li> <li>Centralised results are recorded in agreed timeframes and the storage and disposal of assessment material meets QMS requirements</li> </ul>
<b>Industry Liaison</b>	<ul style="list-style-type: none"> <li>Conduct industry liaison visits in consultation with the Lead Tutor / Programme Leader</li> <li>Promote and build stakeholder relationships</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from appropriate industry and professional experts is sought and responded to</li> <li>Uses professional and community networks to promote programmes</li> </ul>
<b>General Other</b>	<p><b>T1 Staff:</b></p> <ul style="list-style-type: none"> <li>Contribute to the effective outcomes of work teams</li> <li>Participate in the boarder professional and academic life of the Polytechnic</li> <li>Support and contribute to the objectives, direction and operation of the department including research projects where appropriate</li> </ul> <p><b>T2 Staff:</b></p> <ul style="list-style-type: none"> <li>Take responsibility for the effective outcomes of work teams</li> <li>Actively contribute to the boarder academic and professional life of the Polytechnic</li> <li>Actively support and contribute to the objectives, direction and operation of the department and the Polytechnic</li> </ul> <p><b>Both T1 and T2 Staff:</b></p> <ul style="list-style-type: none"> <li>Discharge administrative duties</li> <li>Practice within the policy framework and legislative obligations of the Polytechnic</li> </ul>	<ul style="list-style-type: none"> <li>Supports and contributes to departmental objectives, direction and operation</li> <li>Programme review meetings / Department and Polytechnic meetings attended with all required information being provided.</li> <li>Systems are used with care and respect at all times</li> <li>Departmental administrators are advised on any vehicles or travel requirements in a timely manner</li> <li>Resources are used with care and respect at all times</li> <li>Maintenance requirements are made known to the Lead Tutor /Programme Leader / HOD in a timely manner</li> <li>All activity is conducted in accordance with the Consolidated Code of Staff Ethics</li> <li>Occupational Health and Safety in Employment Act 1992, Human Rights Act 1993, Privacy Act 1993 and Polytechnic Policies are adhered to at all times</li> </ul>
<b>Other</b>	Any other duties and responsibilities that are applicable to the position description as required, and subject to negotiation	

## Person Specification:

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Tutors should ideally:

- Have a relevant professional or vocational qualification appropriate to the position.
- Have a proven track record in teaching delivery.
- Be competent in the use of Word, E-mail, Excel and other common management and administrative software tools.
- Hold or be working towards Unit Standards 4098 *Use standards to assess candidate performance*, 11552 *Design Assessment* and 11551 *Moderate assessment* (or equivalent).
- Hold or be working towards a minimum teaching qualification such as National Certificate in Adult Education and Training (Level 5) or equivalent.
- Be able to demonstrate clear and effective written and oral communication skills that will enable consistent communication with colleagues, industry, community, other stakeholders, and students.
- Be willing and able to maintain effective collaborative networks amongst industry and other providers.
- Be able to demonstrate a sound knowledge of educational delivery and quality
- Be prepared to undertake professional development in working towards a recognised qualification in Leadership and/or Management if one is not already held or in other areas as appropriate and agreed.
- Hold a current driver's licence.

### Desirable:

- Good knowledge of TPP's operations and systems.

### 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.

*Tai Poutini Polytechnic is an equal employment opportunities employer*