

## Programme Manager - Mining and Quarrying

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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>	Individual Employment Agreement
<b>Remuneration:</b>	\$70,000 + by negotiation
<b>Position Status:</b>	Permanent
<b>Responsible to:</b>	General Manager, Allied Trades (Auckland)
<b>Functional Relationships:</b>	<b>Internal</b> General Manager, West Coast Operations Division Staff Other faculty managers and staff  <b>External</b> Industry stakeholders ITOs as appropriate Other ITPs as appropriate Community stakeholders
<b>Location:</b>	Greymouth or Westport

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### Purpose of Position:

This is a management position that will have responsibility for the effective management and delivery of all operational aspects for Tai Poutini Polytechnic’s (TPP) mining programme delivery nationally. The position equates with a Head of Department role at TPP. The position will also assume a similar role for other programmes/or business development as agreed with the GM. Certainly the appointee will be expected to leverage their mining contacts to support other business growth.

**The manager will achieve the agreed EFTS allocation and budget to meet Polytechnic requirements as well as focus on expanding revenue streams for new non-Government funded revenue growth for the Department to meet Polytechnic requirements.**

The position requires management experience. The ability to build functional and enduring relationships within a structured environment to provide educational leadership and support to a range of academic and administrative staff is crucial.

**The position holder must be prepared to anticipate requirements rather than merely meet a list of expected tasks.** A set of performance measures will be agreed at the beginning of each year and used as a key part of performance appraisal in addition to the stated expected outcomes for the position.

## Programme Manager

The manager will provide academic leadership and educational / instructional support to staff and students to ensure the provision of high quality academic activities and outcomes within the overall suite of mining programmes at TPP.

This position is responsible for the efficient and effective running of all programmes / courses leading to the suite of qualifications provided within the department and to ensure training meets industry and academic best practice. The appointee will provide active leadership leading to the achievement of positive learning outcomes for students and professional development and mentoring of staff. S/he will contribute actively and appropriately to strategic planning and oversight at a unit and faculty level and be an active participant and contributor within the Faculty Leadership Team.

The effective deployment of physical and human resource in realisation of the Department's / Faculty's / Polytechnic's goals and objectives is a key component of the position.

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### Current Programmes

- Certificates of Competency - A and B Certificates
- Risk Management
- Extractives
- Blasting

The Programme Manager will be expected to contribute to other activities within the group as required.

## Key Responsibilities / Accountabilities:

Key Accountability	Outputs and Outcomes	Performance Measures
<p><b>Strategic</b> To work with the General Manager to develop and promote the vision and development of TPP in line with its strategic direction and priorities.</p>	<ul style="list-style-type: none"> <li>• Actively contributes to strategic plans, the goals, and vision of TPP.</li> <li>• The vision of the Department fits within the wider vision of the Polytechnic and meets the needs of learners, staff, and the wider stakeholder community.</li> <li>• To work co-operatively alongside other TPP managers, staff and stakeholders to achieve TPP's mission and vision.</li> <li>• To role model TPP's values and further enhance the culture of customer service, high productivity, and high trust within the Department and across the Polytechnic.</li> <li>• Department vision and identity is promoted effectively via a strong network of relationships internally and externally.</li> <li>• To ensure the operations of the Department reflect the requirements of legislation and TPP's Investment Plan.</li> <li>• Actively participate in Polytechnic and other Faculty initiatives when required.</li> </ul>	<ul style="list-style-type: none"> <li>• % strategic and operational team planning meetings attended.</li> <li>• Strategic goals are reflected in the department's operational plans.</li> <li>• Departmental staff understands and can articulate the role the Department plays in achieving wider strategic goals.</li> <li>• % committees and workgroups attended.</li> <li>• % FACs attended.</li> <li>• # initiatives directly and demonstrably supported by Department.</li> </ul>

<p><b>Academic Leadership and Programme Management</b></p> <p>Manage the operational requirements of the department within defined accountabilities and implement strategy that contributes to the achievement of the Department's objectives and TPP imperatives including the delivery and development of Department programmes.</p>	<ul style="list-style-type: none"> <li>• EFTS targets are accomplished - to include MOE and Full Cost Recovery (FCR).</li> <li>• Programmes meet internal and external academic quality standards including student satisfaction.</li> <li>• Ensure the completion of programme annual self assessments reviews.</li> <li>• Management of the Programme Advisory Committees.</li> <li>• Overview and reporting on all training and assessment for programmes delivered within the Department.</li> <li>• Ensure new and existing programmes of learning are underpinned with defensible theoretical learning models.</li> <li>• Teaching or assessing on programmes where appropriate.</li> <li>• All stakeholder relationships are managed proactively.</li> <li>• Generation of new business through FCR and the maintenance and development of existing clients.</li> <li>• Develop programmes that meet the identified needs of industry.</li> <li>• Provide assistance in developing an annual marketing plan</li> <li>• Provide assistance to marketing personnel with promotion and development of programmes associated with Departmental programmes</li> <li>• Provide assistance with the preparation of marketing publications</li> </ul>	<ul style="list-style-type: none"> <li>• % MOE and FCR EFTS targets achieved.</li> <li>• # internal and external academic quality expectations achieved.</li> <li>• % standards in student satisfaction surveys achieved.</li> <li>• # Departmental programme annual self assessments are completed on time and to standard.</li> <li>• # PACs meet and function as per QMS requirements.</li> <li>• # reports as required produced on time and to the expected standard.</li> <li>• # curriculum documents for new and existing programmes meeting expected standards.</li> <li>• # Stakeholder relationships recorded.</li> <li>• # new FCR students in current year compared to previous years.</li> <li>• # of industry trainees and industry programmes.</li> <li>• Departmental marketing plan produced and effective.</li> <li>• # marketing activities and recruitment undertaken by Department.</li> <li>• # marketing publications produced.</li> <li>• # lessons taught or assessments conducted.</li> </ul>
<p><b>Financial and Resource Management</b></p> <p>Manage the Department's budget once approved by the General Manager.</p>	<ul style="list-style-type: none"> <li>• Development of all Departmental budgets.</li> <li>• Capital expenditure requests are prepared in a timely manner.</li> <li>• Income and expenditure to produce required returns are monitored in accordance with the budget and adjustments to operations are made where necessary.</li> <li>• Ensure adherence to Finance Policies and Procedures within the Department.</li> <li>• Meet targets for student fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental budgets completed within the required timeframes.</li> <li>• Departmental capital expenditure budgets completed within required timeframe.</li> <li>• % income and expenditure, including return/surplus, achieved.</li> <li>• Department adheres to Polytechnic Financial Policies and Procedures.</li> <li>• % targets for student fees achieved.</li> </ul>

<p><b>Human Resource Management</b> The PROGRAMME MANAGER is responsible for the management of the Department staffing within TPP Policy and Procedural Guidelines.</p>	<ul style="list-style-type: none"> <li>• Appropriate allocation and effective efficient staff deployment within targets and budgets ensuring cost effectiveness and maximising capability.</li> <li>• Compliance with employment agreements and HR Policy and Procedures.</li> <li>• Department staff performance appraisals conducted so that staff have clear objectives and fully understand how their efforts are contributing to the achievement of Departmental goals and Divisional priorities.</li> <li>• Plan, develop and implement staff training and development including monitoring, measurement and reporting.</li> </ul> <p>Note</p> <p>The majority of our teaching delivery in this area is by expert part time or casual staff many of whom are not resident on the Coast and in fact will deliver off coast.</p>	<ul style="list-style-type: none"> <li>• Collaborative and effective teamwork within the Department is promoted.</li> <li>• % departmental staffing meets required targets.</li> <li>• # administration matters not completed on time or not to targets.</li> <li>• # Health and Safety compliance incidents.</li> <li>• # student and or staff complaints/incidents.</li> </ul>
<p><b>Resource and Facilities Management</b> The PROGRAMME MANAGER is responsible for the effective and efficient management of all Departmental physical resources and facilities.</p>	<ul style="list-style-type: none"> <li>• Ensure that all facilities and resources are utilised effectively.</li> <li>• In co-ordination with the Facilities Manager, ensure all facilities meet Health and Safety and other legislative compliance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental facilities and resources appropriately used.</li> <li>• Facilities meet all compliance requirements.</li> </ul>

<p><b>Legislation and Polytechnic Policy</b></p> <p>The PROGRAMME MANAGER is responsible for ensuring that their own and the Department's responsibilities and accountabilities comply under:</p> <ul style="list-style-type: none"> <li>• All relevant legislation, especially the Education Act and the Public Finance Act.</li> <li>• The Health and Safety in Employment Act 1992 (and any subsequent amendments) and TPP Health and Safety policy are complied with. The Act includes obligations in respect of staff, visitors and contractors.</li> <li>• The Consolidated Code of Staff Ethics.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are aware of and comply with TPP's Health and Safety Policy and Procedures.</li> <li>• Hazard identification processes established and maintained within the Department including Hazard Register maintained and up to date.</li> <li>• Accidents and incidents are reported immediately and strict adherence to TPP Policy and Processes in relation to the management of such matters within the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• # number of hazards reported.</li> <li>• # accidents and incidents reported.</li> </ul>
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<p><b>Professional / Personal Development</b></p> <p>The PROGRAMME MANAGER is responsible for keeping up to date with research, professional, educational, financial and technical developments relevant to the department through research, industry and community contact, consultancy, reading and where possible, attending appropriate courses and conferences. The PROGRAMME MANAGER is expected to participate (and where appropriate, hold membership) of relevant professional, educational and industry organisations/associations.</p>	<ul style="list-style-type: none"> <li>• Negotiate objectives annually with the General Manager.</li> <li>• Identify needs and through formative appraisal processes negotiate own training and development plan with the General Manager.</li> <li>• Keep up to date and further develop managerial skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development plan produced and achieved.</li> </ul>
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<b>Health and Safety</b>	<b>Key Accountabilities</b>	<b>Key Performance Outcomes</b>
	<ul style="list-style-type: none"> <li>• Take all practicable steps to ensure the Employee's health, safety and welfare.</li> <li>• Comply with the requirements of any safety codes set down from time to time by the Employer, or by the Department of Labour.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Compliance to TPP Health and Safety Policy and the Health and Safety in Employment Act 1992</li> <li>➤ Ensure that all incidents and accidents are reported without delay</li> <li>➤ Safety meetings are held and records kept</li> <li>➤ All employees are aware of the risks and hazards associated with their tasks and environment.</li> </ul>

<b>Other</b>	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
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**Undertake other duties as agreed, that may be requested by the General Manager / Chief Executive.**



## Person Specification:

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The Programme Manager must have the credibility to lead and the personal skills, qualities and *mana* to steer the Department through the complexities of tertiary education change in New Zealand. This role requires sound operational management skills, strategic vision, along with strong staff leadership abilities.

## Requirements:

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Programme Manager should ideally:

- Have a relevant professional or vocational qualification appropriate to the position.
- Have a sound knowledge of some part of the mining and quarrying industry
- Have a proven track record in leadership.
- Have a proven track record of successful management
- 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 nationally and other providers.
- Be able to demonstrate a sound knowledge of educational delivery and quality - and be prepared to demonstrate leadership in those areas within the Department.
- Be prepared to demonstrate professional development in work towards a recognised qualification in Leadership and/or Management if one is not already held or in other areas as appropriate and agreed.
- Have a sound understanding of finance and financial management within a Department as applying to a Polytechnic environment.

This job description is intended to convey information essential to understanding the scope of the Programme Manager's position and it is not intended to be an exhaustive list of skills, efforts, duties and responsibilities with the position.

*Tai Poutini Polytechnic is an equal employment opportunities employer.*