# Lecturer

Every day, people across Unitec are working with our students, enterprises and communities because we care about making lives better.

**Position purpose:**

Lecturers deliver high quality classroom and vocational learning across all relevant programmes in the School. This delivery includes relevant research and administration within the applicable School. The Lecturer role supports the design, development and production of learning and teaching material and delivery, either across a range of modules or within a subject area, to ensure the efficient delivery of teaching programmes in accordance with Unitec strategy, policy, and procedures.

The School provides an environment supportive of teaching, applied research and industry/community engagement within a range of programmes from certificate to degree level.

| Key Areas | Key Responsibilities | Expected Outcomes |
|---|---|---|
| **Teaching and Learning** | • Achieving high quality student learning through effective application of the Unitec teaching competencies. | • High quality student learning is achieved.<br>• Unitec teaching competencies are demonstrated. |
| **Pastoral and Academic Student Support** | • Providing students with academic and pastoral support so that maximum student learning and retention is achieved.<br>• Directing students as needed to the most appropriate Unitec support service. | • Appropriate pastoral care is received by students. |
| **Contribution to operation of the Programme, School, Unitec, and the wider community** | • Actively participating in Programme and School based initiatives, meetings and committees as required<br>  o Supporting and mentoring less experienced staff<br>  o Leading by example<br>  o Being available to provide advice, encouragement, and guidance<br>• Engaging in activities that support the profession, industry, and community. | • Active engagement with Programme, School, Unitec, and community initiatives.<br>• Unitec Leadership competencies are demonstrated. |
| **Research\*** <br> **(where workload allocations apply)** | • Undertake the design of applied research and enterprise activity and the preparation of research outputs that are likely to result in being named as an author (or co-author or co-producer) on one or more research outputs per year. This includes and is not limited to:<br>  o Developing and implementing a coherent portfolio of research projects | • High quality programme of industry/community-relevant research is developed with peer-reviewed outputs |

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| | o Participating in research funding applications<br><br>o Making research results available in quality assured publications and other dissemination outlets appropriate for the discipline<br><br>o Collaborating on research and enterprise projects in partnership with industry<br><br>o Collaborating with other researchers o Developing and contributing to research which is aligned with Unitec's Research Strategy<br><br>*The above will normally apply only if you teach at degree level (Level 5 or above) except where research has been mutually agreed and written into the contract. | |
| **Adherence to policies and procedures** | • Monitoring and improving academic standards in all associated courses.<br><br>• Carrying out student assessments in line with Programme/Course requirements and taking appropriate action to improve effectiveness.<br><br>• Meeting academic quality and administration deadlines.<br><br>• Contributing to the Programme's and School's ongoing evaluation and improvement of curriculum and Teaching and Learning practices. | • Unitec policies and procedures are adhered to.<br><br>• High quality academic integrity is achieved. |
| **People Management (if relevant)** | • Involving direct reports in setting clear targets.<br><br>• Managing, coaching, and assisting direct reports to achieve their targets and improve their competency.<br><br>• Leading and developing a challenging collaborative and accountable work environment which promotes and rewards excellence.<br><br>• Recruiting, leading, managing and developing direct reports to reach their potential.<br><br>• Championing the Performance Partnering process (ADEP). Regularly meeting with employees to carry out | • Each team member fully participates in performance partnering process. Clear demonstration of increase in competency levels.<br><br>• Values based leadership is evidenced.<br><br>• Talent is attracted and retained, success is rewarded, and employees are developed. Voluntary Turnover in designated teams is less than 12%.<br><br>• The Unitec Performance Partnering process is evidenced and any poor performance is managed in a timely and professional manner. 100% ADEP plans in place. |

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| | performance conversations. | |
| **Other Tasks/Projects** | • Achieve other task/project related goals and performance objectives as assigned by and agreed with your Manager | • Agreed tasks met within required scope and timeframe |
| **Performance and Development Management** | • Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy | • Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy |
| **Health and Safety** | • You will demonstrate commitment to Unitec's health and safety policies and procedures and take reasonable care to look after your own health, safety and wellbeing at work, your fitness for work, and the health, safety, and wellbeing of others.<br><br>• You will be required to report any potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.<br><br>• Promotes a culture of wellbeing and safety, including safe working practices and behaviours and sustainable environmental practices.<br><br>• Models safe work practices and behaviours.<br><br>• Identifies and minimises business risks and compliance issues.<br><br>• Partners with the Health and Safety team to align strategies and drive the wellbeing and safety culture. | • Unitec's Health and Safety measures are met or exceeded.<br><br>• All risks effectively managed and no compliance issues.<br><br>• Processes and culture reinforce Unitec Kaupapa. |

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| Unitec Kaupapa | Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows; | Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders. |
| --- | --- | --- |
| | **Our Partnership** | |
| | • Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki | |
| | **Our Purpose** | |
| | • Led by Te Noho Kotahitanga we manaaki the success of our students and communities | |
| | **Our Success** | |
| | • Improve the success of all learners, achieving parity for Māori, Pacific and Under 25s by 2024, enhancing the success of International learners and Disabled learners, and serving the educational needs of Tāmaki Makaurau | |
| | • Provide high quality learning, teaching and applied research to develop work-ready lifelong learners | |
| | • Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning | |
| | • Build a financially sustainable organisation to invest in the future with an annual operating surplus | |
| | **Our Values** | |
| | • Rangatiratanga (Authority and Respect) | |
| | • Wakaritenga (Legitimacy) | |
| | • Kaitiakitanga (Guardianship) | |
| | • Mahi Kōtahitanga (Co-operation) | |
| | • Ngākau Mahaki (Respect) | |
| | **Our Way** | |
| | • A dynamic community of learners engaged in a culture of open inquiry | |

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## What you will bring

**Role Related Experience**

**Essential**

- An understanding or desire to learn Te Reo Māori, Tikanga Māori and the values and practices of Kaupapa Māori
- Evidence of active engagement in building diverse, inclusive and equitable work places/environments
- Relevant qualification at least one level higher than courses lecturing, where practicable. Alternatively, relevant experience may be appropriate in some circumstances.
- Relevant registration with professional body (where applicable)
- Advanced communication skills
- Demonstrable practical ability to lecture in vocational education context

**Desirable**

- Active researcher, with capability and passion to contribute towards Unitec's industry and community driven research (Normally Essential – see Research Key Area above / Essential for degree level Lecturers – removed if not applicable).
- Strong industry networks

## Teaching competencies required

- **Create Learner-Centred Environments**
  Promotes collaborative, inclusive learning environments, and recognises and responds to the needs of diverse learners, particularly priority groups.

- **Design for Effective Learning**
  Designs effective courses that embed mātauranga Māori, build work readiness, meet stakeholder needs, and employ appropriate learning technologies.

- **Facilitating Learning**
  Teaching style promotes active, collaborative learning.

- **Assess and Give Feedback on Learning**
  Demonstrates effective support of student learning through appropriate feedback and assessment.

- **Review Teaching and Learning**
  Continuously improves own teaching practice through self-evaluation and feedback.

- **Show Discipline / Industry Expertise**
  Demonstrates expertise in discipline and industry practice and applies to own teaching and courses.

- **Professional Learning**
  Engages in continuous professional learning to improve teaching practice and learner outcomes.

- **Programme Level Contribution**
  Contributes to programme's operation and academic success, including through effective professional industry and community relationships.

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## Leadership competencies required

- **Fosters a Student-Centred Whānau**
  Building strong customer and student relationships and delivering solutions to the Unitec whānau

- **Engages with Difference**
  Harnesses the value that different perspectives and cultures bring to Unitec

- **Collaborates**
  Building partnerships and working collaboratively with others to meet shared objectives

- **Builds Trust**
  Gaining the confidence and trust of others through honesty, integrity, and authenticity

- **Ensures Accountability**
  Holding self and others accountable to meet commitments

- **Develops Self-Awareness and Reflective Practice**
  Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses

- **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**
  Takes responsibility as a partner in living Te Noho Kotahitanga

- **Cultivates Curiosity and Innovation**
  Examining the status quo, identifying opportunities and introducing real world solutions for improvement

## Financial Authority

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| Budget owner | No |
| Delegated Financial Authority as per Unitec's Delegations Policy | No |
| Responsible for new employee hire | No |

## People Management

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| Number of Direct Reports: | As applicable |
| Number of Indirect Reports | Nil |
| Responsible for contract staff, and/or coaching, training of others | |

## Dimensions of the position

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| Safety sensitive role: | Dependent on school |
| Children Act applicable: | Yes |

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## Position Contacts and Relationships

| Internal | External | Committees/Groups |
|---|---|---|
| Internal staff and stakeholders | External stakeholders | As required |
| Ākonga/Students | Industry networks | |
| Academic Lead | Academic associations / bodies | |
| Head of School | Stakeholders | |
| The role reports to **Head of School or as designated by Head of School** | | |