**Position purpose:**

The Head of Practice Pathway leads the academic delivery for each pathway by working collaboratively across the organisation to deliver the vision and strategic goals of Unitec. This role is critical to demonstrating Unitec’s commitment to delivering high quality, professional programmes that provide graduates prepared to meet the current and future needs of employers locally, regionally and nationally, and who will make a positive contribution to the health of all people in New Zealand. The role leads designated disciplines to deliver high student achievement outcomes and excellence in learning, teaching, applied research and enterprise of high value to key stakeholders. They will promote interdisciplinary ways of working and will assume major responsibilities for programme quality in collaboration with Academic Services.

In partnership with the Academic Service Centre, the Head of Practice Pathway will drive innovation and the continuous improvement of programmes and courses and their quality assurance, and will ensure that Unitec’s academic portfolio is vibrant and world class, and exceeds organisational and regulatory requirements and student and employer expectations.

In collaboration with the Deans Innovation and Development and General Managers Industry Workforce Development, they will ensure the viability of programme frameworks and learning pathways in their Practice Pathway and will adopt, embed and evaluate new developments and services. They will engage with the General Managers Benefits Realisation to ensure that resource investments in course delivery, and in new developments and services in the Practice Pathway Group, realise expected/required benefits.

| Key Areas | Key Responsibilities | Expected Outcomes |
| --- | --- | --- |
| **Student Achievement** | Ensure student success and retention continues to improve and meets the EPI targets set | Meet relevant target set |
| **Māori Student Achievement** | Ensure Māori and Pacifica student success and retention rates continue to improve and meet the targets set | Meet relevant target set |
| **Student Employability** | Develop staff to ensure that Unitec students’ are developing their capabilities in line with their future employment aspirations | Meet relevant target set |
| **Stakeholder Engagement and Recognition – Professional Bodies** | Ensure that Unitec has strong integrated institutional relationships with professional bodies | Strong relationships built and compliance with industry and bodies standards are met |
| **Course and Programmes** | Ensure all programmes have achieved their Curriculum requirements including embedding mātauranga Māori. | Relevance and compliance |
| **Teaching and Learning Models** | Ensure all learning pathways and their courses implement the agreed new Teaching and Learning model/s. | Meet relevant target set and provide support as required |
| **Academic Quality Management** | Ensure that system requirements for program development, delivery, ongoing evaluation and review are met.  Maintain ongoing records of evidence-based action-planning and execution, and produce programme evaluation reports periodically, as required.  Establish and monitor arrangements for making day-to-day programme management decisions that need to be made.  Ensure all programmes deliver to their annual SSR | Compliance to all academic quality measures and processes |
| Pastoral and Academic Student Support | Support all initiatives providing students with academic and pastoral support so that maximum student learning and retention is achieved | All staff is aware that appropriate pastoral care is received by students |
| **Research Productivity** | Ensure that all degree-level programmes have achieved Research productivity targets and that Research Strategy expectations are met.  Encourage and support staff to actively participate in Research  Personally undertake the design of research activity and the preparation of research outputs (for example, as a co-author or co-producer) that is likely to result in being named as an author (or co-author or co-producer) on one or more research outputs.  This includes and is not limited to:   * Developing and implementing coherent research programmes * Submitting applications for research funding * Making research results available in quality assured publications and outlets appropriate for the discipline * Presenting research at appropriate conferences * Collaborating with other researchers locally, nationally and internationally | High quality programme of industry/community-relevant research is developed with peer-reviewed outputs. |
| **Teaching Currency/Capability** | Ensure that students are being taught in ways that are effective for them. | Monitored output and compliance |
| **Performance and Development Management** | Managing own performance and development in accordance with the Unitec Performance and Development Management Policy  Ensure all staff are well managed including having a current performance development plan and current annual review in place, and meeting professional development expectations/ requirements. | Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy  95% ADEP compliance is maintained |
| **Adherence to policies and procedures** | Monitoring and improving academic standards in all associated courses  Carrying out student assessments in line with Programme/Course requirements and taking appropriate action to improve effectiveness  Meeting academic quality and administration deadlines  Contributing to the Pathway’s ongoing evaluation and improvement of curriculum and Teaching and Learning practices | All Unitec policies and procedures are adhered to |
| **Contribution to operation of the Pathway, Unitec and the wider community** | Actively participating in Pathway and Network based initiatives, meetings and committees as required   * Supporting and mentoring less experienced staff * Leading by example * Is available to provide advice, encouragement and guidance   Actively participating in cross Institute initiatives and meetings  Engaging in activities that support the profession, industry and community | Active engagement with Pathway, Network, Unitec and community initiatives |
| **Partnership** | Demonstrate a willingness to commit to the values of Te Noho Kotahitanga and the embedding of mātauranga Māori. | Evidence based partnerships |

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| **Health and Safety** | * You will demonstrate commitment to Unitec’s health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. 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. * Promotes a culture of zero harm, including safe working practices and behaviours and sustainable environmental practices. * Models zero harm behaviours. * Identifies and minimises business risks and compliance issues. * Partners with the Health and Safety team to align strategies and drive a zero harm culture. | * Unitec’s Health and Safety measures are met or exceeded. * All risks effectively managed and no compliance issues. * Processes and culture reinforce Unitec Kaupapa. |
| **Unitec Kaupapa** | Demonstrate leadership of the Unitec Kaupapa by articulating, reinforcing and promoting the Kaupapa on a daily basis as detailed below;    The Kaupapa sets out Unitec’s aspirations and the factors that will enable success as follows;  **Our Partnership**   * Te Noho Kotahitanga is Unitec’s partnership between Maori and non-Maori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngakau Mahaki.   **Our Purpose**   * We enable better futures for students, communities and public and private enterprise.   **Our Aspiration**   * To be a world leader in contemporary applied learning and an agent of positive social and economic change.   **Our Success**   * Highly employable and enterprising lifelong learners. * A more highly skilled innovative and enterprising NZ workforce. * Engaged and Inspired staff with capabilities for our future. * A financially sustainable Unitec.   **Our Values**   * Accountable * Being bicultural * Student and customer focus * Enterprising, Generosity of spirit.   **Our Way**   * A dynamic community of learners engaged in a culture of open inquiry * Uphold the values of the Unitec Kaupapa. | * The Unitec Kaupapa is actively articulated, reinforced and promoted. * Values are upheld, and positive feedback is received from key stakeholders. |

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| --- | --- | --- | --- | --- |
| **MANA** | **GROWTH** | **DRIVE** | **COLLABORATION** | **DIRECTION** |
| Passion for the Kaupapa | Credibility | Energy | Relationships | Vision and Purpose |
| Courage | Reflective and responsive | Customer Centric | Teamwork | Change Advocate |
| Honesty and Integrity | Innovation and Creativity | Delivery and Accountability | Partnering | Inspire Others |

**What you will bring**

**Role Related Experience**

Essential

* Relevant tertiary qualification to a postgraduate level and is a critical thinker
* Senior management experience and proven capacity to work effectively and collaboratively as part of a senior team
* Demonstrated experience in successfully managing and leading a team supported by strong leadership skills
* Deep working knowledge of quality systems and the life cycles of academic programmes
* Demonstrated innovator
* High digital literacy
* A track record in all or most of the following:
* Academic credibility in a discipline area relevant to the learning pathway
* Academic quality management
* Scholarly research in at least one of the relevant discipline areas
* Teaching excellence
* Staff management
* Effective leadership and management of change
* Establishment and maintenance of industry and professional partnerships
* Successful knowledge transfer
* Successful development of a strong research culture and of teaching excellence in relevant disciplines
* Sound financial management including financial literacy and strong budgeting capability
* Engagement with and understanding of tertiary funding systems.

**Desirable**

* Experienced in tertiary training institution models
* Strong commercial acumen

**Leadership competencies required**

* **Fosters a Student-Centred Whānau**

Building strong customer and student relationships and delivering solutions to the Unitec whanau

* **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**

|  |  |
| --- | --- |
| Budget owner | Yes |
| Delegated Financial Authority as per Unitec’s Delegations Policy | Yes |
| Responsible for new employee hire | Yes |

### **People Management**

|  |  |
| --- | --- |
| Number of Direct Reports: | Network related |
| Number of Indirect Reports | Network related |
| Responsible for contract staff, and/or coaching, training of others | Yes |

### **Dimensions of the position**

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| --- | --- |
| Network code: |  |
| Safety sensitive role: | No |
| Vulnerable Children Act applicable: | Yes |

### **Position Contacts and Relationships**

|  |  |  |
| --- | --- | --- |
| Internal | External | Committees/Groups |
| Academic Leaders | Industry | All relevant bodies and groups |
| People & Safety | Registration bodies |  |
| Research & Enterprise | Institutional relationships |  |
| Professional Support services | Research output relations |  |
| The role reports to the **Dean – Innovation and Development** | | |