

Academic Leader

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

Position purpose:

The purpose of the role of Academic Leader is to provide academic leadership to ensure the delivery of high quality classroom and vocational learning and research across all relevant programmes in the Pathway.

The Academic Leaders will manage the day-to-day delivery and quality of the programme/s for which they are responsible, including monitoring, measuring and evaluating the student experience, managing academic staff who facilitate the programme/s, and ensuring adequate resource allocation.

They will contribute to the transformative vision and strategic goals of Unitec by being an active participant within decision-making processes, through embedding of new learning and teaching models and research, and by promoting new programme frameworks and learning pathways for students.

The Academic Leader, where appropriate, will maintain robust and productive relationships with relevant industry bodies. This includes internal research and administration to identify and strengthen these industry relationships for the applicable Pathway. The role supports the design, development and production of learning and teaching material and efficient delivery of teaching programmes in accordance with Unitec strategy, policy and procedures. This also includes ensuring staff teaching at degree level are currently research active or actively working towards this status.

This is not a separate position, but a specific function added to existing appointment.

Role Accountabilities

Position outcomes arising from these accountabilities will be established depending on organisational priorities for any given review period.

Key Areas	Key Responsibilities	Expected Outcomes
Stakeholder Engagement and Recognition – Professional Bodies	<ul style="list-style-type: none">Ensure that Unitec's programmes are informed by strong integrated institutional relationships with professional bodies.	<ul style="list-style-type: none">Strong communication management skills.
Course and Programmes	<ul style="list-style-type: none">Ensure all programmes have achieved their Phase 2 and Phase 3 Living Curriculum requirements including embedding mātauranga Māori.	<ul style="list-style-type: none">All programmes achieve the academic goals.
Teaching and Learning Models	<ul style="list-style-type: none">Ensure all programmes and their courses implement the new Teaching and Learning model/s.	<ul style="list-style-type: none">All programmes implemented are showing effect to teaching and learning model/s.
Research Productivity	Ensure that all degree-level programmes have achieved Research Productivity targets.	<ul style="list-style-type: none">All programmed degree-level achieved product targets.
Teaching Currency/Capability	<ul style="list-style-type: none">Ensure that students are being taught in a way that is effective for them.	<ul style="list-style-type: none">Great communication especially in teaching.
Performance Development	<ul style="list-style-type: none">Ensure staff capabilities match the needs of the programmes through well-managed professional development and performance plans.	<ul style="list-style-type: none">Programme plans are developed to the standard of professionalism.
Partnership	<ul style="list-style-type: none">Demonstrate a willingness to commit to the values of Te Noho Kotahitanga and the embedding of mātauranga Māori.	<ul style="list-style-type: none">Ensure to commit to the Te Noho Kotahitanga values and the embedding of mātauranga Maori.

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Academic Leaders could have responsibility in relation to student admission, enrolment, interviews for programmes, student misconduct and grade appeals. These responsibilities may change depending on programme needs.

Other

The role of Academic Leader is a proportionate role for a term not exceeding three years.

An Academic Leader will be expected to undertake teaching and research appropriate to the scale of the specific role to which he/she is appointed. Academic Leaders will work closely with programme directors and the deans in carrying out many of the responsibilities of their role.

An Associate Professor / Professor will undertake the roles of both Programme Director and Academic Leader (or Programme Co-ordinator and Academic Leader). They would not be entitled to any additional time or monetary allowances over and above the remuneration and conditions of employment already contained in their Professor / Associate Professor employment contract.

Recruitment

The role of the Academic Leader is not a substantive appointment and should not be advertised externally. Appointments to the role will be made from among existing staff.

Role	Term	Remuneration	Approval	Appointed by
Academic Leader	Up to three years	Allowance on top of salary of \$2,000 per 0.1 FTE	Dean	Dean

Health and Safety	<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Unitec's Health and Safety measures are met or exceeded.All risks effectively managed and no compliance issues.Processes and culture reinforce Unitec Kaupapa.
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<p>Unitec Kaupapa</p>	<p>Demonstrate leadership of the Unitec Kaupapa by articulating, reinforcing and promoting the Kaupapa on a daily basis as detailed below;</p> <p>The Kaupapa sets out Unitec's aspirations and the factors that will enable success as follows;</p> <p>Our Partnership</p> <ul style="list-style-type: none"> 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. <p>Our Purpose</p> <ul style="list-style-type: none"> We enable better futures for students, communities and public and private enterprise. <p>Our Aspiration</p> <ul style="list-style-type: none"> To be a world leader in contemporary applied learning and an agent of positive social and economic change. <p>Our Success</p> <ul style="list-style-type: none"> 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. <p>Our Values</p> <ul style="list-style-type: none"> Accountable Being bicultural Student and customer focus Enterprising, Generosity of spirit. <p>Our Way</p> <ul style="list-style-type: none"> A dynamic community of learners engaged in a culture of open inquiry Uphold the values of the Unitec Kaupapa. 	<ul style="list-style-type: none"> The Unitec Kaupapa is actively articulated, reinforced and promoted. Values are upheld, and positive feedback is received from key stakeholders.
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What you will bring

Role Related Experience

Essential

- Academic staff member with an underlying grade of at least senior lecturer (PASM)
- Proven academic leadership skills
- Relevant qualification one level higher than courses lecturing
- Relevant registration with professional body (where applicable)
- Advanced communication skills
- Strong management skills
- Experience in recruitment and development of new lecturing staff
- Demonstrable practical ability to lecture in vocational education context
- Strong commitment to academic integrity
- A genuine interest in staff and students and the coaching and development of staff

Desirable

- Strong networks
- Active researcher, with capability and passion to contribute towards Unitec's industry and community driven research.

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

People Management

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

Dimensions of the position

Financial delegations:	No
Network code:	
Safety sensitive role:	No
Vulnerable Children Act applicable:	Yes

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Position Contacts and Relationships

Internal	External	Committees/Groups
Students	Industry Networks	As Applicable
Academic Lead	Academic associations / bodies	
Head of Practice Pathway	Parents / Stakeholders	
The role reports to the Head of Practice Pathway / Dean		