Academic Advisor – Te Puna Ako

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

Position purpose:

This position exists to provide leadership and support to teaching staff across Unitec in their approaches to teaching and learning. The position involves developing resources and providing structured professional development, advisory and mentoring support to help teachers progress toward a set of identified teaching competencies. It also involves supporting programme and course development or improvement (from certificate to post-graduate levels).

The Academic Advisor role encompasses both 'general' and eLearning-specific advising and support. The particular focus for each Academic Advisor will depend on their skill-set and the needs of the Advisor Team.

Key Areas	Key Responsibilities	Expected Outcomes
Leadership and support of academic development	• Provide oversight and support for academic project management for key Unitec strategic initiatives, in close partnership with programme teams and other service providers • Participate in implementing outcomes of Unitec strategic initiatives such as Learning and Teaching Strategy, parity targets for student achievement • Demonstrate a commitment to the principles of Te Noho Kotahitanga and embedding mātauranga Māori in teaching and learning practices • Undertake and direct special projects and tasks as delegated by, and agreed, with the line manager	• Delivery on each deliverable as identified

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Key Areas	Key Responsibilities	Expected Outcomes
Support for teacher capability development	• Provide academic leadership and support for innovative approaches to curriculum design, assessment and teaching and learning (including eLearning and blended learning) • Work with staff, in an advisory capacity, to address general teaching and learning issues (possibly raised by quality assurance processes) and to support ongoing curriculum development; particular focus on staff capability building • Plan, design and facilitate structured professional development • Build and maintain strong, effective relationships with teachers and programme teams • Collaborate with partners such Te Korowai Kahurangi, Maia, Pacifica, Student Success to provide academic leadership and develop staff capability • (As appropriate) Advise on technical eLearning solutions including Moodle, building staff capability	• Delivery on each deliverable as identified
Scholarship of teaching and learning	• Undertake research and scholarship in own field and on teaching and learning; disseminate this through Unitec forums as well as through published articles and conference proceedings (preferably refereed); and encourage staff within Te Puna Ako team to undertake research and development including through joint research activities	• Delivery on each deliverable as identified
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

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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.

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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 students, achieving parity for Māori, Pacific and Under 25s by 2022, enhancing International student success, and serving the educational needs of the West, Central & North Auckland communities	
	• Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One	
	• 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 operating surplus by 2022	
	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
- A postgraduate education qualification
- Experience in leading academic projects
- Ability to work collaboratively and contribute to shared outcomes
- Experience with working alongside academic staff, supporting them to build capability around teaching and learning
- Experience in programme and curriculum design
- Experience in planning, organising and delivering professional development for academic staff on issues of assessment, teaching and learning
- Experience in online/blended learning and use of eTools
- Experience with embedding mātauranga Māori and introductory competence in te reo Māori, or willingness to undertake appropriate professional development in these areas
- Familiarity with and/or experience of tertiary education settings, especially as a teacher in tertiary education

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

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

People Management

Number of Direct Reports:	No
Number of Indirect Reports	No
Responsible for contract staff, and/or coaching, training of others	No

Dimensions of the position

Safety sensitive role:	No
Children Act applicable:	No

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Position Contacts and Relationships

Internal	External	Committees/Groups
Academic Staff	As applicable	As applicable
Head of School		
Academic Programme Manager		
Support Staff		
The role reports to the **Manager – Te Puna Ako**		