Administrator – Academic Quality

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

Unitec Institute of Technology
TE WHARE WĀNANGA O WAIRAKA

Position purpose:

The Administrator, Academic Quality provides efficient and effective administrative support to Programmes and Courses in all areas of academic quality assurance, and administration of the student cycle as part of a designated team. The position is the connection between Schools, Te Korowai Kahurangi (Academic Service Centre), Student Services and Operations. The position will ensure there is a consistent and uniform approach to academic quality, utilising standard Unitec processes across all academic offerings.

Key Areas	Key Responsibilities	Expected Outcomes
Administrative Support	• Please Work as part of a team to provide administration support for key functions of the Academic Administration Cycle. • Implement and, where required develop in partnership, best practice processes and systems relating to administrative functions undertaken. • Support administration of assigned committees and relevant academic quality related events including agenda management, document production and distribution, meeting logistics and minute taking as required (with School Business Administrators as appropriate). • Liaise with relevant parties across the institute to proactively support the student experience. • Work as part of a team to undertake student related administrative support functions.	• Academic quality for programmes and courses is well supported • Academic records are accurate and compliant • The student experience is enhanced and supported • Partner with relevant staff across the institute • Academic staff are supported • Provision of advice aligns with current Unitec policy and procedures

Key Areas	Key Responsibilities	Expected Outcomes
Maintaining information and documentation	• Maintain effective document management using appropriate technologies as required • Maintain academic documentation including records of academic quality assurance in accordance with institute protocols • Provide academic programme documents related to student requests • Monitor Assessment Standard versions changes and keep academic staff informed • Provide accurate and relevant data on key metrics	• Documentation of all records are accurate, detailed, and up-to-date • Data on key metrics is available as required
Adherence to policies and procedures	• Advocate Academic Quality for assigned programmes and courses • Monitor for improvement of academic standards in all associated courses • Contribute to the continuous improvement of academic support systems and ongoing evaluation and improvement of learning and teaching	• Meet academic quality and administration deadlines • Unitec policies and procedures are adhered to
Ad-hoc tasks	• Support other teams and team members with tasks as and when required	• Tasks are completed accurately, on-time and to a high standard.
Performance and Development Management	• Manage own performance and development in accordance with the Unitec Performance Partnering guidelines	• Complete ADEP annually

As required	• Advise and guide Academic Staff on the quality assurance steps of the programme improvement process, including how to document the improvement. • Manage and conduct the process of impact analysis for Programme Improvements. • Manage collation and deployment of key documents and data sets to support degree monitoring/ (re)accreditation/ programme review/ and other quality activity, events and processes • Manage the administration of evaluative reports including course reports (CEP) and programme evaluation and planning reports (PEP) • Support processes related to meeting standards for moderation • Provide planning to manage the delivery of an annual compliance plan for programmes and courses through academic committees • Maintain the quality management of grade management system including: • managing Grades for ratification process and publishing within specified timeframes • processing change of grades • Manage Exclusion process • Support processes relating to Cross Credits and APLs to ensure these are processed in a timely manner • Coordinate and support the processing of approvals and notifications of Special Assessment Circumstances (SAC)	• Ongoing programme maintenance runs smoothly • Visibility of Academic Quality process within Schools and Unitec is raised • Key academic compliance outcomes are supported and effectively completed in a timely manner • Processes are well understood, adhered to and communicated to programme teams as required • Grade management is accurate, detailed and compliant • Credit recognition is processed and completed within agreed timeframes • SACs are processed and completed within agreed timeframes • Processes are completed accurately and within assigned timeframes

Key Areas	Key Responsibilities	Expected Outcomes
	• Coordinate and support the processing of cross credits of Unit standards and support reporting of these to NZQA in a timely manner • Manage set up of Gradebook and other programme related systems in a timely manner • Accurately administer the programme completions and related processes • Administer short course processes	

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	Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows; **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** • We enable better futures for students, communities and public and private enterprise **Our Aspiration** • 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, Living Te Noho Kotahitanga, Student and Customer Focus, Enterprising, Generosity of Spirit **Our Way** • A dynamic community of learners engaged in a culture of open inquiry	Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders.

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
- Proven administrative experience
- Demonstrated experience in using compliance based processes and systems
- Advanced interpersonal skills, with strong verbal and written English ability
- Ability to provide solution focused support
- High attention to detail
- Ability to work in a fast paced and high pressured environment
- Strong MS Office Suite
- Able to touch type

Desirable

- Demonstrative ability to build strong networks
- Relevant experience within education sector

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

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

Dimensions of the position

Safety sensitive role:	No
Vulnerable Children Act applicable:	No

Position Contacts and Relationships

Internal	External	Committees/Groups
Students	Industry networks	As applicable
Academic Lead	Academic associations / bodies	
Head of School	Stakeholders	
The role reports to the designated Team Leader - Te Korowai Kahurangi (Academic Service Centre), with a dotted line to the Programme Manager to which it is aligned.		