Lead (Quality Systems/Quality Partnering/Programme Development and Management)

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:

Lead position exists to develop and lead a high performing team to ensure Unitec's departments are supported to achieve desirable outcomes.

Key Areas	Key Responsibilities	Expected Outcomes
Leadership	• Provide effective leadership, management, mentoring and coaching to a designated team, ensuring workload is balanced and outputs are meeting desired outcomes. • Ensure the capabilities and development of team members to meet the goals of the individual, the team and wider organisation. • Provide timely feedback to team members to ensure service is consistent and processes are implemented. • Support the Manager to effectively work with the HR team in all matters relating to staffing, agreements, performance, and employment legislation, in accordance with Unitec's policies, practices and standards and NZ Employment Legislation. • Provide effective and accurate information to support the Manager. • Engage with other Team Leaders to ensure consistency of process and experience across the relevant teams. • Represent the team at internal and external meetings as and when required.	• Demonstrate excellent team leadership to reports, wider group and across Unitec • All team tasks are completed on time and within budget to a consistent standard across all the service points • Services are financially sustainable, equitable and efficient

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Relationship Management	• Demonstrate a high level of interpersonal skills through relationship management, advocacy and negotiation within the departments, pathways, networks and with outside organisations or key stakeholders where appropriate. • Develop and maintain strong collegial relationships with relevant process partners to ensure that all outcomes are agreed, aligned and communicated. • Develop and maintain relationships with others in similar roles throughout the organisation. • Provide a point of escalation on issues for senior leaders, managers and teams as and when required. • Interpret policy at a high level and implement systems to deliver on policy and processes.	• Clear, accurate and concise information exchange exists for internal and external stakeholders.
Financial Responsibilities	• Budget management authority within defined approved delegations as per policy.	• Budgets are utilised in the most effective manner possible, ensuring that the maximum benefit to Unitec is achieved. • Budgets are adhered to and budgeting processes followed
Performance and Development Management	• Manage own individual performance and development in accordance with the Unitec Performance Partnering Guide. • Manage individual performance of all direct reports in accordance with the Unitec Performance Partnering Guide.	• 100% completion of ADEPs • Individual goals and targets are met • Team goals and targets are met
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	• 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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	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.	

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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 Ngakau Mahaki **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, Being Bi-cultural, Student and Customer Focus, Enterprising, Generosity of Spirit **Our Way** • A dynamic community of learners engaged in a culture of open inquiry	
As Relevant:		
Quality Systems	• Manage support of relevant institute committees • Ensure Academic Policies and Procedures are maintained and reviewed • Monitor, evaluate and report on key quality systems	• Academic policies and procedures are regularly reviewed, their effectiveness evaluated and reported upon. • Committees are well supported with effective secretarial support • Performance and outcomes of key quality systems are analysed, evaluated and reported on

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Quality Partnering	- Provide leadership across the institute through proactive engagement with relevant staff and the championing of academic quality and evaluative practice. - Lead the development and implementation of key quality improvement processes to support and enhance capability across the institute ensuring: - Teaching staff are supported in all academic quality related matters - Academic quality processes are supported and - Evaluative capability across the institute is enhanced.	- Teaching teams are well supported - Evaluative capability is enhanced across the Institute - Issues are identified and effectively managed and resolved
Programme Development and Management	- Manage the development and approval processes for all academic provision - Provide expert advice relating to the development and delivery of academic provision - Ensure the maintenance of accurate records relating to programme development, approval and maintenance - Ensure relevant internal systems are accurately maintained	- Academic provision is developed and maintained in accordance with agreed timeframes and in alignment with relevant policy - Academic development meets all relevant requirements - Programme Library is kept current and accurate - Relevant internal systems are accurately maintained

What you will bring

Role Related Experience

Essential

- Highly developed interpersonal skills and demonstrated ability to relate to people from diverse cultures and backgrounds

- Proven experience managing people and empowering individuals to succeed.

- Strong organisational skills and ability to manage competing priorities

- An in-depth understanding of the relevant technical area with the skills and knowledge to achieve agreed outcomes

Desirable

- Highly developed experience in working with technology including proficiency in working with Office applications and databases

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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:	TBC
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

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Position Contacts and Relationships

Internal	External	Committees/Groups
Teaching Staff	Professional Regulatory bodies	Relevant
Service Centre Staff	NZQA	
	TEC	
The role reports to the Manager Te Korowai Kahurangi.		