**Position purpose:**

Please add.

| Key Areas | Key Responsibilities | Expected Outcomes |
| --- | --- | --- |
| **Leadership** | * Provide support and direction to the xxxxxxxxxx team * Provide support to the xxxxxxxx and xxxxxxxxx Teams | * Team works collaboratively demonstrating a unity of purpose * Continuous improvement of processes resulting in efficiency gains |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Culture and People Management** | * Lead teams with a particular focus on ensuring the growth and development of these teams and developing a service culture * Lead the ongoing development of a work culture that is characterised as proud, professional, responsive, inclusive, dynamic, collaborative, digitally savvy and aligned with Unitec’s values * Manage, coach and assist direct reports to set clear targets and achieve their targets and improve their competency * Lead and develop a challenging, collaborative and accountable work environment which promotes and rewards excellence * Recruit, lead, manage and develop direct reports to be the best they can be * Drive and demand performance excellence and appropriately manage performance that is less than desirable | * Service culture, attitude and behaviours evident and positive feedback around customer focus is given * Collaborative culture is fostered through conscious leadership, shared experiences and resources, and working together * Each team member fully participating in performance partnering process * A high performing, stable team * Values based leadership is evidenced * Talent is attracted and retained, success is rewarded and employees are developed |
| **Financial Management** | * Set annual budgets to deliver on agreed annual objectives * Manage the budget to meet agreed annual targets | * Unitec's budget is utilised in the most effective manner possible, ensuring that the maximum benefit to Unitec is achieved |
| **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 a team of skilled professionals ensuring each has clear goals and objectives in line with Unitec policy * Coach and mentor members of the team as required and ensure the appropriate leadership skills and practices are reinforced within the department * Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy * Manage individual performance of all direct reports in accordance with the Unitec Performance and Development Management Policy. | * 100% completion of ADEPs * Individual goals and targets are met * Team goals and targets are met * Own and team performance and development is managed in accordance with the Unitec Performance and Development Management Policy |

|  |  |  |
| --- | --- | --- |
| **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**   * Led by Te Noho Kotahitanga we manaaki the success of our students and communities   **Our Success**   * Improve the success of all learners, achieving parity for Māori, Pacific and Under 25s by 2022, enhancing success of International learners and Disabled learners and services the educational needs of Tāmaki Makaurau * 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 | 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
* xxxxx

**Desirable**

* xxxx

**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 | Yes/No |
| Delegated Financial Authority as per Unitec’s Delegations Policy | Yes/No |
| Responsible for new employee hire | Yes/No |

### **People Management**

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

### **Dimensions of the position**

|  |  |
| --- | --- |
| Safety sensitive role: | Yes/No |
| Children Act applicable: | Yes/No |

### **Position Contacts and Relationships**

|  |  |  |
| --- | --- | --- |
| Internal | External | Committees/Groups |
| Internal staff and stakeholders | External stakeholders | As required |
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| The role reports to the enter job title. | | |