



Position Description

Form or Template HG184

Lecturer – Study & Employment Pathways, Levels 3 and 4

Function:	School of Education, Social Sciences and Vet Nursing - Te Kura Kaupapa Mātauranga, Pāpori, Te Whare Tiaki Karerehe
Reports to:	Head of School
Location:	Hawke's Bay campus
Arrangement:	Permanent, part time, 0.4FTE
Date:	Start Semester 1, January 2027

Pūtake | Purpose

To fulfil the role of Lecturer in the S&EP team.

Ngā Whanaungatanga | Working Relationships

Internal:	Executive Dean Faculty Administration Manager Programme Co-ordinator Other programme, School staff, Te Kura Kaupapa, Mātauranga, Pāpori me te Whare Tiaki Karerehe Marketing and Student Support Staff Māori Student Success Team Other Faculty Staff, Te Manga Kaupapa Mātauranga, Ahurea, Hauora Research Mentor Students Other EIT staff
External:	Nil

Mana Whakahaere | Resource Delegations

Financial:	Not Applicable
People:	Not Applicable

Kawenga Mahi | Accountabilities

Curriculum Development

- Prepare and update appropriate curriculum for all courses in line with Academic Board requirements.
- Participate in the development of course materials.

Student Learning

- Provide clearly defined learning objectives and learning outcomes.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.
- Effectively facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning.
- Provide relevant practical learning experiences.
- Maintain professional standards of practice and act as a role model.

- Be committed to and have an understanding of 21st Century learning and teaching strategies. This includes blended/flexible delivery modes and the role of educational technologies in delivering and facilitating learning and teaching.

Student Well-Being

- Assist students as required.
- Facilitate support and liaise with student support services.

Assessment and Evaluation

- Undertake effective, valid and reliable evaluation of students and courses.
- Assess performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes in line with academic regulations.
- Undertake internal and external moderation of assessment
- Maintain full and accurate student records

Personal/Professional Development

- Keep up to date with social, professional and technical and educational developments relevant to teaching topics through community and/or industry contact, reading, research and where possible attend appropriate courses / conferences.
- Participate in relevant professional groups
- Undertake annual performance appraisal process
- Review own job description annually with Head of School
- Negotiate own training and development plan with Head of School arising out of formative appraisal process.

Communication and Team Building

- Meet regularly with the degree teaching team.
- Meet regularly with programme/stream coordinators.
- Attend institute, faculty, school meetings and relevant advisory meetings
- Liaise with relevant individuals and groups in the community.
- Maintain professional liaison with Marketing staff, International section and student support staff.
- Develop and maintain professional networks.
- Develop positive and constructive working relationships with colleagues across all campuses.

Staff Achievement

- Assist with orientation of new staff as required
- Provide support and assistance to less experienced colleagues.

Planning

- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes.
- Monitor own progress against plans and targets.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.

School Service Standards and Support

- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate and research to the standards set in faculty policies and the institute's quality management system
- Assist Head of School to ensure all courses meet Academic Board requirements.

Marketing

- Assist in the promotion and marketing of the faculty courses and programmes and EIT.
- Identify new course developments and markets in consultation with programme coordinator, Head of School and marketing section.
- Assist with other promotional and marketing activities as appropriate.

Resource Management

- Assist programme coordinator and Head of School to prepare for negotiation of annual budget.
- Ensure resources are fully and appropriately utilised.
- Assist in ensuring resources for the programme are managed.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

- Teaching experience at tertiary level and knowledge of curriculum development highly desirable.
- Experience developing and/or delivering learning and teaching for a range of delivery modes, including face-to-face and online highly desirable.
- Experience of using educational technologies in learning and teaching practice. This may include, but is not limited to, learning management systems (e.g. Moodle/Blackboard), web conferencing & online facilitation tools (e.g. Adobe Connect, Wimba) and content authoring tools (e.g. Captivate, Camtasia, Articulate) highly desirable.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākongā and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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Developer	People and Culture Advisor
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