EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description

Form or Template HG184

Engineering Trades Tutor

Function:	School of Trades and Technology
Reports to:	Assistant Head of School, Trades and Technology
Location:	Tairāwhiti Region
Arrangement:	Fixed-term Fulltime
Date:	October 2026

Pūtake | Purpose

To teach theory and practical engineering subjects within EITs Engineering portfolio of programmes. To assist in the development of new and existing programmes.

Ngā Whanaungatanga | Working Relationships

Internal:	Other Tutors, Trades & Technology, Administration Manager and Programme Administrators, Learning Facilitators, other EIT tutorial and allied kaimahi, Students
External:	School Advisory Committee, Engineering Industry, Competenz Industry Training Organisation

Mana Whakahaere | Resource Delegations

Financial:	N/A
People:	N/A

Kawenga Mahi | Accountabilities

Student Learning

- Teach a broad range of engineering subjects in the EIT NZ Certificate in Mechanical Engineering, Industry programmes and other full and part time programmes including night classes as may be required
- Provide clearly defined learning objectives
- Regularly review, revise and update teaching content and process relative to changing requirements
- 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
- Maintain professional standards of practice and act as a role model
- Provide relevant, practical learning experience, within the Institute and wide community, suited to students of a wide range of ages and life experiences

Student Well-Being

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

Evaluation/Assessment

- Participate in the preparation of marking and recording of tests, examinations, assignments, projects and task books
- Implement effective evaluation and assessment procedures

Personal/Professional Development

- Keep up to date with social, professional and technical developments relevant to teaching topics through community and/or industry contact, reading and where possible attend appropriate courses
- Obtain an Adult Learning and Teaching Certificate or equivalent.
- Implement ongoing professional development objectives

Administration

- Participate in the decision making process related to course structure, timetables, procedures and general activities within the Trades School, and meet agreed deadlines
- Be responsible for the organisation of agreed appropriate courses
- Maintain full and accurate student and programme records as appropriate
- Implement the policies and procedures documented for the Faculty of Humanities, Arts and Trades
- Attend Institute and staff meetings as appropriate
- Maintain and operate Eastern Institute of Technology administrative policies and procedures as appropriate.
- Review own job description annually with the Head of School and work through the appraisal process

School Of Trades Team Activity

- Be an active and supportive Trades team member
- Develop positive and constructive working relationships with colleagues across all campuses

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

Knowledge And Experience

- Experience in the engineering industry **essential.**
- Relevant tertiary qualification **essential**.
- Teaching experience in engineering industry preferred.

Skills

- Extensive knowledge and practical skills in engineering **essential**.
- Well developed oral, written and interpersonal skills **essential**.
- Administration and organisational skills required.

Special Aptitudes

- An ability to demonstrate to students the link between theoretical and practical aspects of engineering.
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, ie industry/students.
- Empathy with and appreciation of Maori language and culture.

Personal Attributes

- High degree of professional judgment and integrity.
- Friendly and approachable manner.
- Flexible and responsible.

Qualifications

- National Certificate (Level 4) or a higher qualification in Engineering **essential**

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 ākonga 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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Owner	People and Culture Manager
Developer	People and Culture Advisor
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