TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Learning and Teaching Specialist	**Area** *Te Tari*: Te Ama Ako | Learning and Teaching Development
Reports to (title) *Ka whakaratatia e:* Director: Te Ama Ako | Learning and Teaching Development	**SP10 placement:** Non-Teaching Academic

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

The primary role of the Learning and Teaching Specialist is to facilitate the development of academic kaimahi (staff) capability across the institution and support the alignment of learning and teaching activities within programmes to OPs strategic framework. This includes developing high quality, innovative learning solutions and resources for internal and external clients.

The Learning and Teaching Specialist works collaboratively with teaching kaimahi, subject matter experts and other Otago Polytechnic kaimahi to facilitate the design and development of programmes and products that incorporate blended and online learning opportunities across diverse contexts. These are designed to enhance ākonga achievement, support the development of independent learners to enhance capability and employability.

The Learning and Teaching Specialist is a skilful and experienced educational developer who is able to handle most if not all enquiries from kaimahi about sound learning and teaching practice. The Specialist will have in-depth expertise in at least one of the following areas: learning design, assessment, technology-enhanced learning, inclusive practice, or work based learning; and will provide specialist guidance to kaimahi as required..

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*	Outcome *Kā hua*
Academic Kaimahi Capability Development	• Academic kaimahi are supported to provide good practice learning and teaching to maximise learner success: both academic and in employment • Academic kaimahi are supported to become skilled and suitably qualified educators, via tertiary teaching programmes and other Learning and Teaching offerings e.g. conferences, workshops, and other opportunities for upskilling and benchmarking • Academic kaimahi capability needs are identified, in conjunction with stakeholders, and individual staff are supported as required
Design and development of curricula, assessments and online learning strategies	• Kaimahi are supported through design and development of curricula in a collaborative process

	• Academic kaimahi are assisted to build capability in technology enhanced learning • Teams are supported to design and develop programmes through effective learning design that ensures alignment and coherence. • Collaboration occurs with stakeholders and subject matter experts, to develop course components including course blueprints, assessments, and learning activities (both face-to-face and online) • Programmes, courses and resources enhance student achievement, assist students to develop as independent learners and ensure learner employability • Recommendations are made to kaimahi regarding course design and delivery, and educational technology. Kaimahi are supported to integrate face to face and online elements in blended courses • Alignment of graduate profile, learning outcomes, structure and assessment of programme and courses is facilitated • Appropriate assessment strategies, including online assessment are recommended to kaimahi • Development and maintenance of the front end of Otago Polytechnic's Learning Management System, including kaimahi support and training, and piloting and implementation of new and emerging educational technologies
Strategic Alignment	• Curricula and programmes are developed, in collaboration with programme staff and subject matter experts, to reflect Otago Polytechnics pedagogy, curriculum priorities and strategic framework • Graduates are work-ready; they understand how to practise sustainably in their chosen vocation and how to work in a bicultural and multicultural environment • Teams are supported to design programmes in collaboration to meet ākonga and industry needs • Programme teams are supported to meet NZQA and TEC requirements for their programmes • Accurate and high-quality documentation is developed in line with guidelines, processes and within specified timelines • Expectations around the Learning and Teaching Development teams systems and processes are met
Engagement and Communication	• Customers and staff who seek advice via any channel are highly satisfied with the services (content and delivery) they have received • Expectations around service level objectives utilising Otago Polytechnics Customer Management System are met • Currency in profession and in tertiary environment is maintained through Professional Development and through association with professional communities internally and externally • Communities of practice and practitioner research on learning and teaching increase annually and are measured and reported
Observe principles and practices of Equal Employment Opportunity and Diversity	• Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	• Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment

Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in [The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021](#)	• Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. • Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. • Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	• Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	• Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships *Kā honoka mahi matua*	Nature and purpose of contact *Te āhua me te take o te honoka*
Director Learning and Teaching Development (Formal Leader)	Formal Leader. Provide assistance and seek instruction on a wide range of matters
Learning and Teaching Coordinator	Provide assistance and seek instruction on a wide range of matters
Learning and Teaching Development team	Collegial support and advice, work distribution, peer discussions in a self-leading team environment
Te Kāhui Manukura	Provides updates on Learning and Teaching Development as required.
Heads of Schools/Colleges, Service Managers, administration staff and academic staff across the organisation	Provide timely and accurate advice, information as requested. Seek feedback, maintain and manage positive relationships with key stakeholders.
(Ākonga) Learners	Provides advice, guidance, information, communication and support as appropriate. Seeks and provides feedback as required.
Stakeholders; Suppliers/Contractors and Relevant Industry Contacts / Communities	Provide timely and accurate advice, information as requested. Seek feedback, maintain and manage positive relationships with key stakeholders.

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected *Kā whakatauka tūmanako*	Recommendations expected *Kā taunaki tūmanako*
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions   *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.
- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills   *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:
- Comprehensive knowledge of current learning design theories and principles
- Knowledge of quality processes
- Knowledge of the educational environment, trends and governance structures
- Awareness and understanding of the Treaty of Waitangi
- Ability to implement sound instructional design principles and develop instructional materials to address specific learner profiles
- Ability to write and edit clear instructional materials
- Ability to present ideas in user-friendly language
- Ability to communicate clearly, effectively and professionally both verbally and in writing
- Sound technical writing and editing skills
- Ability to provide coaching and training
- Ability to evaluate and make recommendations regarding instructional design in various modalities
- Ability to effectively prioritise and execute tasks in a high-pressure environment
- Ability to manage multiple projects with shifting priorities and timelines
- Strong project coordination and ability to manage own time and workload
- Ability to absorb, retain and reiterate information quickly and correctly
- Process consensus building skills

Selection Criteria – Education and Experience   *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:
- Bachelor's degree, preferably in a relevant area i.e. education, curriculum and instruction, distributed learning or educational technology
- Tertiary Teaching qualification (existing OP staff who do not hold this are exempt, but are encouraged to undertake this)
- Tertiary teaching experience
- Significant demonstrated experience in curriculum design and development, including conducting training needs assessments; developing instructional design plans; guiding the development of learning outcomes, course outlines, course content/manuals, learning activities, lesson plans, and assessment instruments; and researching and writing course content
- Experience in designing online and blended teaching and learning environments using current technology and online tools such as Moodle, Storyline, etc.
- Experience in facilitating workshops/training sessions with individuals and/or groups

Desirable:
- A Postgraduate Qualification in Education
- Project management experience

Personal Attributes   *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.