Kaiwhakahaere Rōpū | Team Manager

Kaupapa | Purpose

The Team Manager will guide the strategic direction and currency of their team through industry connections and leadership skills. A quality learning environment for ākonga will be provided by managing the day-to-day academic and business activities of the team of academic staff/kaimahi, and ensuring all resources are in place. A strong team environment will be provided by coaching, supporting and guiding kaimahi to achieve and to develop their professional capability. It is imperative that productive working relationships within the Group and across Wintec are created to ensure productivity is maximised.

Reports to: Group Director

Team: Wintec

Remuneration: IEA Band 7 ($108,400 to $135,400)

Ngā mahi | Do

• Effectively lead staff to ensure an engaged, high performing and flexible team.

• Deliver successful ākonga outcomes by providing leadership and management in teaching quality, research (if appropriate) and effective programme management.

• Effectively manage budgets, quality and risk within areas of responsibility.

• Successfully building and maintaining relationships with all key stakeholders.

Effective Team Management

• Creates a positive environment in which staff are motivated, innovative, and contribute to effective change;

- Promotes a customer service culture and secures kaimahi commitment to the process;

- Provides the team with a clear sense of direction by communicating goals, directions, and strategies for Wintec and for the Group regularly;

- Ensures Group Director receives regular feedback on team and programme performance;

- Establishes performance and/or development goals for all kaimahi;

- Effectively manages kaimahi and team performance;

- Actively seeks to improve skills and talents of kaimahi;

- Manages recruitment, selection and induction processes to ensure the development of a high performing team;

- Staff understand the relationship between the programmes and the Groups business plan and Wintec's strategic priorities;

- Objectives are clearly defined, and key goals are cascaded effectively into the team's My Plans;

- Performance is monitored against goals to achieve specified outcomes;

- Performance is evaluated as part of the My Plan process;

- Capability development needs are identified, and the required development opportunities are provided;

- Coaching, training and constructive feedback is provided to address performance concerns;

- Kaimahi are mentored in teaching delivery in a collegial and supportive way;

- Expectations are established for new staff and mentoring is provided;

- Wintec's requirements for new staff are completed, including ATTP5, onboarding programme, Group induction.

Leadership

- Ensures programmes are aligned with Wintec's strategic priorities and delivery meets required quality and outcomes;

- Ensures effective delivery of thr Groups responsibilities for cross organisational academic

and related administrative activities;

• Ensures responsiveness to and congruence with organisational requirements;

• Ensures programme related Group processes are effective, efficient and responsive to ākonga needs;

• Serves as a role model and mentor for kaimahi, demonstrating Wintec values;

• Provides sound advice, encouragement, guidance and support for kaimahi;

• Continually drives to achieve high levels of performance for self and others;

• Clear priorities are established, timetables and activities are scheduled, and performance is monitored against goals;

• Organisational requirements are met for key activities, e.g. completions, results;

• Academic and administrative student processes (e.g. complaints student forums, appeals, results etc.) are effective, timely and accurate.

Teaching Quality and Research

• Leads the teaching team to ensure the quality of teaching on all programmes meets Wintec and TEC expectations;

• Models quality teaching practices when teaching;

• Teaches in specific circumstance to meet Group needs such as teaching in specialist disciplines, relief teaching or other special circumstances;

• Works collegially to enable and support ākonga to achieve successful outcomes. Leads and develops kaimahi to ensure teaching quality;

• Leads the overall research plan for the programme/s (if this is not done by a Research Leader or other role);

• If there is a Research Leader: Assists the Research Leader with supporting staff undertaking research;

• Teaching quality is monitored and feedback from students and kaimahi is reflected in the delivery of the programme;

• Kaimahi are aware of and competent in meeting ākonga learning support/academic

advisory needs;

• Teaching skills are modelled and teaching technologies, subject knowledge, industry experience and supportive and inspirational behaviours are used in the teaching quality framework to ensure teaching outcomes are met;

• Teaching is undertaken where required on appropriate programmes;

• Kaimahi are mentored and supported in research;

• Research activities are monitored against goals;

• Research priorities are aligned with teaching requirements.

Allocation of Resources

• Ensures appropriate resources are available and used effectively and efficiently, including kaimahi time, rooms, skills etc;

• Effectively manages the budget for the programme's cost centre;

• Resources (including kaimahi) are available and allocated effectively and outcomes are monitored.

Building and Maintaining Relationships

• Establishes and maintains relationships with internal and external stakeholders at all levels;

• Ensures effective and supportive relationships with ākonga;

• Relationships with employers enable opportunities for kaimahi secondments in industry and ākonga work placements;

• Learning requirements are monitored and support is provided where required;

• Regular feedback is requested from ākonga and reflected in the delivery of the programmes.

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

Other duties

- Performs other duties as may be reasonably required from time to time

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 | Have

Education, Training and Experience

Education/training

• Relevant tertiary qualification in subject related discipline/s;

• Position-specific industry or professional body qualification/certification;

• Current certification, license or registration applicable to the position.

• Demonstrated relevant experience in the industry field or sector;

• Experience in developing and leading others generally and specifically in relation to quality teaching practices, and/or research, and teaching technologies.

Leadership

• Ability to be innovative, to question the status quo and to adapt to changing circumstances;

• Ability to provide the team with a clear sense of direction (interpreting Wintec mission, values and strategic priorities into meaningful school/centre context and objectives);

• Highly developed coaching and feedback skills;

• Managing Ability to set clearly defined goals that link from school/centre business plans down to individual performance plans;

• Demonstrated ability to monitor performance against goals and take correct action where required;

• Knowledge, awareness and skill in a range of academic and administrative functions, including financial and HR; takes into account all different functions in managing their area

of responsibility;

• Proactive and self-starting; takes actions to achieve favourable outcomes for the organisation, seeks opportunities to take action, and actively influences events;

• Delegation Demonstrated ability to delegate responsibility to appropriate staff; giving others latitude to exercise their own initiative;

• Able to exercise judgement in problem solving. Demonstrated ability to recognise problems or issues, and to take appropriate action;

• Communication Highly developed interpersonal and relationship skills;

• Demonstrated ability to build and maintain productive relationships;

• Demonstrated ability to work with colleagues and direct reports to resolve issues and meet agreed outcomes;

• Demonstrated ability to communicate effectively with all stakeholders at all levels;

• Technologies Able to use Microsoft Outlook, intranet and other communication tools confidently;

• Microsoft Word, Excel and PowerPoint to intermediate level. Ability to adapt new and emerging technologies to enable and support problem-solving and innovation;

• Health & Safety Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.

Wintec Values
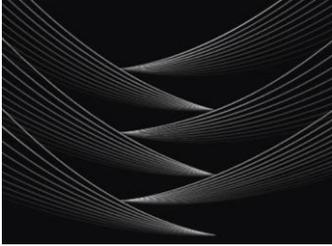
Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.

Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.

Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Advisors/Consultants / Administration Staff / Academic Staff / Dean of Faculty / Department Managers / Directors / Heads of School/Centre Directors / Team Managers/Team Leaders/Coordinators

External:

Business / Industry / Community / Employers and employer groups / Government agencies / ITOs / SAWIT / Ākonga / learners

Resource delegations and responsibilities:

Financial: Yes, as per delegated authority

People: Academic staff, including casuals