

# Lecturer in Study & Employment

## Pathways (Levels 3 & 4)

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### Kaupapa | Purpose

**Scope:** To fulfil the role of lecturer in the NZ Certificate of Study & Employment Pathways (Levels 3 and 4).

**Reports to:** Head of School, Te Kura Kaupapa Mātauranga, Pāpori, Te Whare Tiaki Kararehe

**Team:** EIT

**Location:** Tairāwhiti Campus and off-campus venues

**Remuneration:** Salary negotiable commensurate on skills and relevant experience

**Date:** January 2026

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### Ngā Hononga Mahi | Working relationships

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

**External:** «External Relationships»

**Resource delegations and responsibilities:**

**Financial:** Not applicable

**People:** Not applicable

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### Ngā mahi | Do

#### 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 understand 21<sup>st</sup> 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 to budget.

### **General**

- 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 position 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.

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## Pūkenga | Have

### Knowledge and Experience

- Teaching experience at tertiary level and knowledge of curriculum development, preferably in the social sciences 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.

### Skills Required

- Well-developed oral, written, interpersonal and leadership skills essential.
- Proven ability to plan and meet deadlines essential.
- Good organisational and administrative skills essential.
- Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students.
- Ability to design and implement appropriate curricula.
- Ability to teach in an online environment as well as face to face.

### Special Aptitudes

- An ability to participate fully as a team member within the S&EP programme and the school.
- An understanding and appreciation of student learning and commitment to improving student learning.
- Committed to designing and delivering quality programmes at all levels.
- An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment.
- Empathy with and appreciation of Māori language and culture.
- Innovative with strong self-motivation.
- Commitment to integrate applied research into teaching and learning resources.

## Personal Attributes

- High degree of professional judgement and integrity.
- Friendly and approachable manner.
- Flexible and responsive.

## Qualification

- A degree level qualification is essential.
- Teaching qualification and experience an advantage.

## Waiaro | Be

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**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

**Connected:** Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

**Collective:** Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT, employers, ākonga and their whānau.

**Self-Awareness:** Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

**Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

**Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.