

Programme Lead: Bachelor of Nursing

Kaupapa | Purpose

The Programme Lead (PL) Te Tohu Paetahi Tapuhi | Bachelor of Nursing (BN) is responsible for managing the effective delivery of the BN across the Rotorua/Lakes region. The PL contributes to the overall direction, management and success of the BN programme. Specifically, the Programme Lead will be a high performing people and systems person who demonstrates team leadership capability and exemplifies the organisations values and leadership principles.

Reports to: Academic Leader/Programme Manager

Team: Te Puna Whai Ora - Nursing

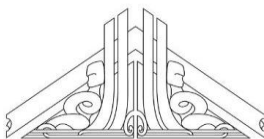
Location: Mokoia (0.5 FTE)

Remuneration: \$91,014 - \$113,768

Date: October 2025

Ngā mahi | Do

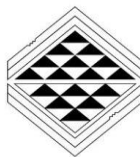
- Lead a team of teaching kaimahi to deliver education in the BN to meet the needs of the region, the profession and the institution
- Support the Academic Lead (AL)/Programme Manager (PM) to identify opportunities for new development that respond to identified needs
- Work in partnership with PM for the day-to-day academic and operational leadership of their team and site
- Coordinate the effective planning, delivery and quality of the BN
- Develop transition plans and individual programmes of study for ākonga
- Undertake specific programme development projects negotiated annually
- Ensure BN Programme regulations are followed by kaimahi to ensure safe, evidenced based processes



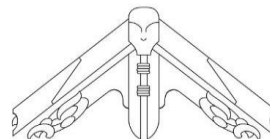
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are implemented

- Meet with ākonga, document and develop learning contracts/support plans for ākonga of concern
- Work with Year Coordinators to ensure all necessary ākonga and programme information is accurate, timely and available to marketing, administration kaimahi and ākonga including timetables and room bookings
- Ensure all institutional policies and procedures are understood and followed including internal and external moderation
- Champion excellence in teaching and foster continuous improvement through evidence informed reflective practice
- Support the recruitment process for new applicants, including organising kaimahi to attend open days and career expos, delivery of information sessions and selection of ākonga according to priority groups and matching to community demographics
- Teach and/or research as agreed or required

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

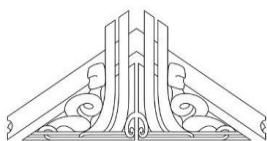
Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Qualifications

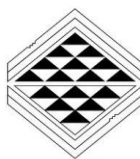
Essential



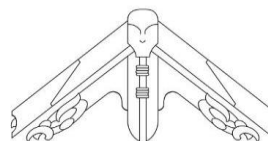
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- Registered Nurse with current NCNZ Annual Practising Certificate
- Appropriate qualification - Master's degree relevant to discipline
- Minimum 3 years post registration practice experience
- Relevant Teaching Qualification

Desirable:

- Recent research experience in nursing

Knowledge/Experience

Essential:

- Understanding of and experience in working within Mātauranga Māori
- Ability to establish and maintain positive working relationships with people at all levels
- Previous leadership experience with successful outcomes
- Teaching experience within Tertiary Education

Desirable:

- Proven team leadership experience
- Demonstrated experience of curriculum development and quality improvement within an education environment

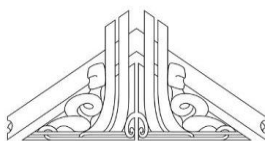
Skills and Attributes:

Essential:

- Excellent oral and written communication skills, particularly at an inter-personal level
- Ability to be self-motivating and able to work independently; and as part of a team
- Display a high level of professional and ethical conduct
- Understanding and commitment to Equal Educational Opportunities.
- An ability to meet the obligations of Te Tiriti o Waitangi and deliver a bicultural curriculum
- Continued enhancement of personal knowledge and abilities
- PC based computer literacy skills

Desirable:

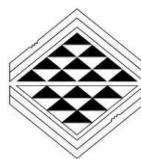
- Understanding, knowledge and skills in tertiary education and training programmes
- Skills and/or knowledge of Te Reo Māori



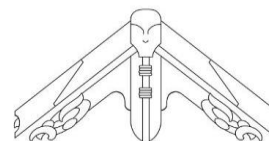
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Change to Position Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

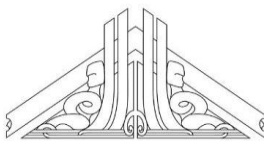
Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

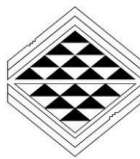
Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.



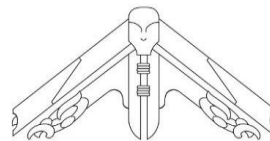
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Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

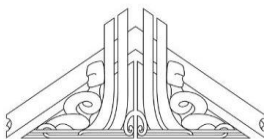
Internal: Department leadership group – Academic Lead/Programme Manager, Programme Leads, Clinical Placement Lead, Principal Academic Staff Members (PASM). Year Coordinators, Teaching (SASMs and ASMs) and administration kaimahi, Ākonga, Ākonga support, international support, marketing, ākonga administration teams, Learning and teaching development team and TEEL team and Academic Quality team
Clinical Team

External: Hospital and community organisations to support Clinical Placement Lead, Report for Local advisory committee for BN (3 time per year), Other BN Programme Leads in Schools of Nursing nationally and External moderation stakeholders

Resource delegations and responsibilities:

Financial: N/A

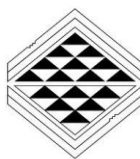
People: N/A



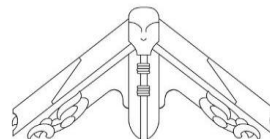
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