

 **JOB DESCRIPTION**

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| **Position Title:** | Lecturer, Degree Programmes, School of Viticulture and Wine Science |
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| **Job Purpose:** | To provide academic leadership and administrative coordination for Viticulture and Wine Science Degree Programmes. To teach Wine Science courses as required in specified programmes and to undertake associated administration and related tasks. |
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| **Nature of Position:** | Permanent full time appointment |
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| **Grade:** | Academic Staff Member |
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| **Appointment Salary Range:** | $70,000 – $85,000 gross full-time per annum  |
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| **Conditions of Service:** | EIT Academic Staff Collective Employment Agreement or EIT Academic Staff Individual Employment Agreement |
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| **Location:** | Taradale Campus and off-campus venues |
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| **Responsible to:** | Head of School, Viticulture and Wine Science |
| **Key Functional Relationships:** | Executive DeanFaculty Administration ManagerProgramme CoordinatorSite Coordinator, TairawhitiMarketing and Student Support StaffOther Faculty Staff Students |
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| **Other Functional Relationships:** | Industry, Education and Community OrganisationsProgramme Cluster CommitteeAdvisory CommitteeSecondary SchoolsOther Tertiary InstitutionsProfessional Bodies NZQA Advisory GroupsOther EIT staff |
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| **Achievement Areas:** | Student LearningAssessment and EvaluationCommunication and Team BuildingMarketingAdministrationResearchPersonal/Professional DevelopmentGeneral |

**Te Pūkenga**

The Eastern Institute of Technology is a subsidiary of Te Pūkenga, established 1 April 2020 as part of the Government Review of Vocational Learning (RoVE). The reforms bring New Zealand's Institutes of Technology, Polytechnics and Industry Training Organisations into a single institution. This major transformation will over time, change the way learning is provided, strengthen Te Tiriti o Waitangi relationships, and enhance our physical and digital presence and approach to engagement with employers and communities.

Once fully established in January 2023 it is expected that Te Pūkenga will:

* be New Zealand’s largest tertiary education provider
* be the 35th largest tertiary education institute in the world
* have around 280,000 students
* have more than 10,000 staff across the country.

**KEY TASKS**

**Student Learning**

* Teach specific courses as required.
* Provide defined learning objectives and teaching plans in accordance with curriculum document.
* Regularly review, update and revise teaching content and process relative to changing requirements.
* 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 role model in teaching situations.
* Provide relevant practical learning experience within the Institute and wider community, suited to students of a wide range of ages, life experience and cultural backgrounds.

**Assessment and Evaluation**

* Develop appropriate student assessment and participate in pre and post moderation activities.
* Maintain student evaluation procedures in line with academic regulations.
* Ensure assessment reliability and validity.

**Communication and Team Building**

* Develop positive and constructive working relationships with colleagues across all campuses.
* Liaise / coordinate with other team members to provide curriculum.
* Liaise / coordinate with other staff in related subject areas in other levels to provide continuity and coherence in the programme.
* Provide academic guidance and counselling of students. Liaise with ‘Heads/Assistant Heads of School and Programme Coordinator in regard to students’ achievement as appropriate.

**Marketing**

* Participate in the promotion and marketing activities to promote EIT and the School.

**Administration**

Undertake course related administration including:

* Maintaining student records as per regulations and Quality Management System requirements.
* Maintaining all course records, including lesson plans, evaluation tools, moderation tools, etc.
* Liaise with appropriate Heads/Assistant Heads of School and Programme Coordinator regarding other teaching resource requirements, including equipment, supplies and part-time staffing.
* Complete Library Resource Applications to help assure current and relevant resources are available to support teaching areas.

**Research**

* Contribute to the School/Faculty research culture where appropriate.

**Personal and Professional Development**

* Keep up to date with relevant social, professional, technical and educational developments through contact with relevant persons, reading, research and ongoing education.

**General**

* Maintain and operate Institute administration policies and procedures as appropriate.
* Undertake other activities as required by the Head of School.
* Provide a safe work environment through compliance with the Institute’s Health and Safety policy and procedures.

**Person Specification**

**Position:**

Lecturer, Degree Programmes, School of Viticulture and Wine Science

**Knowledge and Experience**

* Extensive experience in viticulture and winemaking
* Sound theoretical and practical knowledge in the areas of :
* Wine making operations and team building
* Winery machinery operation and safety
* Teaching experience at tertiary level is essential.
* Strong professional industry networks
* Experience in 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, online development 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. Teams, ZOOM) and content authoring tools (e.g. Captivate, Powerpoint based, Articulate) highly desirable.
* An understanding of the National Qualifications Framework and Unit Standards

**Skills Required**

* Highly developed oral, written and interpersonal skills, essential
* Proven organisational and planning skills, essential

**Special Aptitudes**

* Commitment to the provision of quality programmes and service
* Commitment to student learning
* Total commitment to a culturally safe teaching and learning environment
* Appreciation of current issues and developments in the relevant field
* Ability and commitment to foster collaborative relationships in the field and provide feedback when required

**Personal Attributes**

* High degree of professional judgement and integrity
* Friendly and approachable manner
* Flexible and responsive approach

**Qualifications**

* A relevant viticulture/wine science qualification is expected
* Minimum of 5 years practical industry experience
* An adult teaching qualification is desirable
* Current drivers licence – class 1, 2, 6, F preferable
* Must have an appropriate qualification in Literacy and Numeracy Education or be studying towards.

**Police Check**

* ***This position is classified as a core children’s worker role and under the requirements of the Children’s Act 2014, the incumbent will be subject to a police and identity check prior to appointment and every three years thereafter.***

*All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, the incumbent may be required, from time to time, to undertake other reasonable tasks that are not inconsistent with the purpose of his/her employment.*