

# Assistant Head of School

## Health and Sport Science

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### Kaupapa | Purpose

**Scope:** Assist the Head of School in managing and leading the School of Health & Sport Science

**Reports to:** Head of School, Health & Sport Science

**Team:** EIT | Te Pūkenga team, Faculty of Education, Humanities and Health Science

**Location:** Hawke's Bay with visits to Tairāwhiti & Auckland campus and Regional Learning Centres

**Remuneration:** \$100,000 - \$120,000

**Date:** October 2024

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### Ngā Hononga Mahi | Working relationships

**Internal:** Executive Leadership team, Faculty Management Team, Research Director, Campus Directors, Programme Coordinators, Programme Leaders, Programme Cluster Committee, School Staff, other EIT Managers and Internal EIT Staff, and Students.

**External:** Other Te Pūkenga divisions, Workforce Development Groups, Secondary schools, Regional Skills Group local, national and international agencies related to programme areas, professional bodies, government departments, ākongā, relevant external industry stakeholders and committees, employers, local community and industry stakeholders and partners

**Resource delegations and responsibilities:**

**Financial:** Not applicable

**People:** 20-30 direct and indirect reports

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### Ngā mahi | Do

1. Assist the Head of School with duties such as;
  - a. ensuring programmes in the School are of the highest possible standard and are consistent with the goals and objectives of the Faculty and Institute,

- b. marketing programmes through promotions, media releases and marketing materials and activities,
  - c. meeting key performance indicators,
  - d. managing staffing and other resources,
  - e. regular meetings to discuss objectives, activities, achievements and issues, and
  - f. deputising as required.
2. Undertake team and people management duties for designated staff such as;
  - a. Developing a team whose practices are consistent with the philosophies, objectives, policies and procedures of the programme, Faculty and Institute
  - b. Leading the recruitment, orientation, mentorship and probation procedures
  - c. negotiating annual performance objectives with designated academic staff members related to their teaching, professional development and research outputs
  - d. manage programme staffing
  - e. Liaise with Research Manager regarding support for staff in meeting research targets (where applicable).
3. Work with Programme Co-ordinators to develop, implement and review industry placements to ensure they are consistent with programme aims, philosophy, curricular approach, contracts, policies and procedures.
4. Provide teaching/supervision in relevant programmes where negotiated.
5. Lead the establishment and maintenance of external stakeholder relationships to
  - (i) ensure effective and harmonious relationships, and
  - (ii) enable and support student placements for relevant programmes.
6. Develop and maintain local and national professional networks.
7. Attend Faculty Management Team, “All Staff” and other meetings as required, and take responsibility for actions as agreed.
8. Actively engage with programme Advisory Committees.

#### **General**

- Undertake any other responsibilities or tasks, as negotiated with Head of School.
- Carry out own area of research, supervision and provision of teaching as negotiated with the Head of School.
- Comply with EIT | Te Pūkenga 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

### **Qualifications and Experience:**

- Relevant qualification (Master's or equivalent preferred) or equivalent knowledge.
- Proven leadership and management experience.
- Expertise in curriculum and program development within undergraduate education frameworks.

### **Cultural Competence:**

- Understanding of cultural safety principles and commitment to creating a culturally safe working and learning environment.
- Commitment to achieving parity in student success.
- Appreciation of te reo me ōna tikanga Māori.

### **Leadership and Interpersonal Skills:**

- Ability to inspire and lead colleagues.
- Strong communication, team building, planning, organizational, and objective-achievement skills.
- Excellent relational skills with staff and students at all levels.
- Networking ability with public, private, voluntary, and iwi health and disability-related agencies.

### **Professional Attributes:**

- High degree of professional judgment, personal initiative, commitment, and integrity.

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## Waiaro | Be

**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 waiaro-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 Te Pūkenga, employers, ākongā 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 ākongā 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.