

## TE WHAKAATURAKA MAHI / JOB DESCRIPTION

**Position Title** *Te tūraka mahi* : Head of School - Business

**Area** *Te Tari*: School of Business

**Reports to (title)** *Ka whakarataia e*: Head of College

**SP10 placement**: N/A

### Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic (OP) strategic goals and objectives.

The Head of School has responsibility for the people leadership functions of the programme team(s) including academic and professional kaimahi, as well as direct responsibility for leading the day-to-day operations. You will operationalise the strategic direction and expectations of the College and wider organisation. You are responsible for quality educational development and delivery of programmes within the framework of educational policies and best practice, ensuring that they are innovative, fit for purpose, uphold the highest standards of academic integrity, and meet the expectations of external professional bodies and/or industry partners. You will create and continuously foster a high performing work environment conducive to team members while adapting to change and leading future development enthusiastically and providing an exceptional experience for every learner.

In support of the Head of College, you will provide leadership that is of a high trust, high accountability and high performing culture in which people are valued for their diversity and display behaviours that are collegial and consistent with the OP values.

Success in this role will mean:

- Demonstration of exceptional people leadership to create a highly functioning and performing team
- All programmes are of the highest quality, relevant and give full effect to OP's curriculum strategy. Programmes and teaching practices consistently uphold academic integrity.
- The programmes achieve OP's required financial performance indicators and educational performance measures

### Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

<b>Key responsibilities / accountabilities</b> <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	<b>Outcome</b> <b>Kā hua</b>
Provide effective people and operational leadership to the programme team(s) to develop a high functioning and performing team	<ul style="list-style-type: none"> <li>• Coach and mentor team members to empower them to be successful within their roles.</li> <li>• Ensuring team and individual performance plans are completed and implemented and reviewed regularly.</li> <li>• Individual Professional Development is aligned to the role, agreed upon in the IDP and supports kaimahi to grow in line with leadership and workforce development goals, progressing them as globally informed and expert practitioners.</li> <li>• Foster a culture of professionalism and collaboration to be a high functioning and performing team.</li> <li>• Developing a safe team environment that fosters a culture that embraces constructive differences and encourages open, respectful dialogue.</li> </ul>

	<ul style="list-style-type: none"> <li>• Address any kaimahi well-being issues or concerns as they occur.</li> <li>• Ensure kaimahi are held accountable for behaviour, performance and adhering to organisational policies.</li> <li>• Ensure kaimahi understand and adhere to academic integrity policies, modelling best practice and providing professional development where needed.</li> <li>• Works within their delegated authorities for employment related matters. Stays up to date with any changes to the delegated authorities.</li> <li>• All kaimahi within degree programmes are supported to develop a research culture that informs teaching and is detailed in an annual research plan.</li> <li>• An inclusive welcoming environment supportive of a diverse workforce is evident.</li> <li>• Kaimahi are supported and encouraged to grow their skills in line with leadership and workforce development goals.</li> </ul>
Achieve excellent outcomes for our ākonga (learners)	<ul style="list-style-type: none"> <li>• Address any ākonga issues or concerns as they occur.</li> <li>• Ensure kaimahi provide best practice, research- engaged learning and teaching to maximise the academic and employment success of their learners.</li> <li>• Fit for purpose, safe and attractive learning and teaching facilities for programmes are available for learners and improvement requirements are identified.</li> <li>• Kaimahi promote awareness and engage support services to ensure academic and employment success for learners.</li> <li>• Initiatives to ensure that graduates are prepared for a global workforce are embedded and supported.</li> <li>• Strategic curriculum projects are embedded to maximise learner success e.g. secondary-tertiary pathways.</li> <li>• Academic quality is supported to ensure programmes are fit for purpose, characterised by excellence and exceed the expectations of our partners and stakeholders (including professional bodies and industry).</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Works within their delegated authorities for financial matters. Stays up to date with any changes to the delegated authorities.</li> <li>• Understands financial management of school budget and implications for changes in revenue and expenditure and management of CAPEX.</li> <li>• Sets budget and CAPEX with Head of College.</li> <li>• Management and accountability for budget on day-to-day basis and completes monthly variance reporting.</li> <li>• Communicates budget requirements to team and supports them to understand financial implications and decisions.</li> <li>• Undertakes financial modelling for new products or delivery modes with support of HOC and financial analyst.</li> </ul>
Strategic Profile Building and Representation	<ul style="list-style-type: none"> <li>• Provide active contribution and feedback into the strategic plan and ensure actions are implemented.</li> <li>• Develop, coordinate and implement strategies to enhance and sustain the school's reputation and visibility on national and international platforms.</li> <li>• Drive initiatives to expand the school's international footprint, including establishing new global partnerships, fostering international learner and kaimahi exchanges, and ensuring appropriate representation at</li> </ul>

	<p>educational events and networks in conjunction with the International team.</p> <ul style="list-style-type: none"> <li>• Ensure the school is represented at major events, conferences, and forums, actively engaging with stakeholders, partners, and potential collaborators to promote the school.</li> </ul>
Industry and other Stakeholder engagement	<ul style="list-style-type: none"> <li>• Ensures the school has an effective industry and other stakeholder engagement plan to ensure we are delivering what industry need and referrals of prospective learners.</li> <li>• Work with industry to support learner placements and employment.</li> <li>• Ensure implementation of the stakeholder and industry plan.</li> </ul>
Lead the way in sustainable practice	<ul style="list-style-type: none"> <li>• Education for sustainability is embedded in all undergraduate programmes so that graduates are capable of practicing sustainably in their chosen vocation.</li> <li>• Operate sustainably maximising kaimahi and ākonga wellbeing, minimising the environmental footprint and expanding the environmental handprint.</li> <li>• Volunteering experiences which happen within programmes and by kaimahi are measured and reported on.</li> </ul>
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> <li>• Fair treatment in the workplace is delivered and observed.</li> </ul>
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> <li>• Achievement of a healthy and safe work and learning environment.</li> <li>• New and existing hazards will be pro-actively identified and managed.</li> <li>• Incidents, accidents and occupational illnesses immediately reported .</li> <li>• Safe work methods will be adhered to including the use of Personal Protective Equipment.</li> </ul>
Fulfill our individual and collective responsibilities, accountabilities and expectations as outlined in <a href="#">The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</a>	<ul style="list-style-type: none"> <li>• Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role.</li> <li>• Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement.</li> <li>• Awareness to attain OP as an inclusive environment for all cultures and languages.</li> </ul>
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> <li>• Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business.</li> <li>• Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7.</li> <li>• Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox).</li> </ul>
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> <li>• Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes.</li> <li>• Our values are consistently demonstrated.</li> </ul>
<b>Inherent Requirements:</b>	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

<b>Key working relationships <i>Kā honoka mahi matua</i></b>	
<b>Key working relationships <i>Kā honoka mahi matua</i></b>	<b>Nature and purpose of contact <i>Te āhua me te take o te honoka</i></b>
Head of College	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Deputy Executive Director: Learner Experience and Partnerships and Director: Learner Success	Provide strategic and operational assistance (both ways). Seek feedback and input, provide information and advice.
Kaimahi within the programmes and School	Provide leadership and coaching, support and advice, work distribution, peer discussions in a high performing team environment.
Ākonga within the programmes and School	Provide an environment where the ākonga have the best chance of succeeding.
College Leadership Team, other OP Colleges, Service Areas and Kaimahi	Provide strategic and operational advice. Seek feedback and input and provide information.
External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
External stakeholders	Professional assistance and provide information and advice.

<b>Decision making authority <i>Kā rakatirataka whakatauka</i></b>	
<b>Decisions expected <i>Kā whakatauka tūmanako</i></b>	<b>Recommendations expected <i>Kā taunaki tūmanako</i></b>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time
Resolution of operational programme issues that are of a day to day nature	Recommendations are made for enhanced Kaimahi and learner experience

#### **Position dimensions *Kā āhuataka tūraka***

List the relevant financial and Kaimahiing dimensions for which this position is accountable.

- **Sales/revenue:** TBC
- **Budget:** As per delegated authorities
- **Number of employees reporting directly:** TBC

#### **Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka***

Essential:

- Significant previous experience of and proven research and/or practice in appropriate discipline including leadership
- Previous experience of operational management and/or programme manager experience
- Significant evidence of leadership preferably in a tertiary education environment
- High levels of relationship management
- Cultural competence and ability to work with diverse peoples (kaimahi, ākonga, stakeholders)
- Technology focus and experience which includes learning platforms

- Strong industry/discipline networks in relevant areas
- Understanding how to implement vocational education programmes successfully using a variety of delivery methodologies
- Ability to develop and evaluate the effectiveness of programmes, courses and teaching and learning strategies

### **Selection Criteria – Education and Experience**    *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

#### Essential:

- Bachelors-level qualification and/or relevant experience that is commensurate with this leadership position.

#### Desirable:

- Post-Graduate-level qualification in relevant disciplines

### **Personal Attributes**    *Kā Āhutatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- The ability to manage human and financial resources.
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner
- Able to work in a high performing team environment
- Strategic thinker with a strong future focus and the ability to convert strategy into action
- Ability to build and maintain productive relationships and networks at all levels, internally at Otago Polytechnic and externally
- Be personally effective: a self-starter who sets high standards for self and is willingly accountable for their own performance
- Be embracing of diversity and empowering of others through an inclusive approach to leadership
- Have excellent oral and written communication skills and a high level of digital literacy
- Be a team player, able to balance the interests of the school with the wider interests of Otago Polytechnic
- Understand and be committed to sustainable practice

This job description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.