

<b>Title</b>	Education Advisor
<b>Function</b>	Te Papa Ako – Education Development Centre (EDC)
<b>Reports To</b>	Manager, Te Papa Ako
<b>Location</b>	Taradale
<b>Arrangement</b>	Part Time 0.6 FTE
<b>Salary</b>	SASM range – non-teaching academic

## Kaupapa | Purpose

The Education Advisor provides academic leadership in curriculum and learning design across EIT, with a strong focus on enhancing academic quality through the development, delivery, and evaluation of programmes, and by supporting institution-wide quality assurance processes, including programme monitoring and review. The role is aimed at building kaiako (teaching staff) capability through targeted support, professional development, and collaborative practice. The role of the Education Advisor is broad and designed to leverage individual strengths and expertise. While all aspects of the role are important, emphasis may vary depending on specific needs and priorities. Key responsibilities and expectations will be outlined in the role’s performance indicators.

## Ngā Hononga Mahi | Working Relationships

<b>Internal Relationships:</b>	Kaiako, Heads of School, Executive Leadership Team, Director Learning Innovation and Insight, Faculty Staff, Academic Administration Services, Digital Team
<b>External Relationships:</b>	NZQA, ISBs, ITP Network Colleagues, Community Stakeholders
<b>Financial:</b>	N/A
<b>People:</b>	N/A

## Ngā Mahi | Accountabilities

### Curriculum and Learning Design

- Provide leadership and guidance on education development and review projects across the organisation.
- Collaborate with academic managers and staff to design, develop, and deliver innovative and evidence-based curricula and learning resources.
- Support best practice in curriculum design, including assessment design, blended and online learning, active learning, constructive alignment, relationship-based learning, inquiry-based learning, and work-integrated learning.
- Design and develop tools, resources, and strategies to support effective teaching and learning design.

### Quality Assurance

- Review and enhance academic quality practices by implementing improvements and strengthening kaiako capability.
- Facilitate and provide guidance on the approval and accreditation processes for new and changed programmes, through internal and external groups.
- Contribute to the functioning of Academic Committee and its sub-committees as required.
- Contribute to the development and review of policies and matters relating to academic quality.
- Maintain institutional oversight of qualification reviews.

- Facilitate organisational compliance with external requirements for academic quality.
- Provide guidance on, and assist with the facilitation of, EIT's self-reviews.

### **Kaiako Capability**

- Design and deliver professional development that builds kaiako capability in:
  - contemporary learning and teaching theory and practice,
  - inclusive and culturally competent pedagogies,
  - reflective practice,
  - curriculum and programme design,
  - quality assurance practices, and
  - technology-enhanced learning.
- Support academic staff and managers in enhancing educational outcomes by means of workshops and mentoring.
- Provide targeted support and coaching on NZQA evaluative quality assurance systems, programme design, approval, and accreditation processes.
- Lead and support staff education initiatives related to teaching and learning projects, fostering continuous improvement in academic quality.

### **Management of Education Development and Review Projects**

- Design, implement and manage academic projects.
- Communicate progress of EDC and Section initiatives to relevant stakeholders internally and externally.
- Assist in the development, implementation, and review of relevant components of the Section Plan and institution-wide initiatives.
- Undertake inquiry on educational matters, academic analysis, and report writing as required.

### **General Responsibilities**

- Comply with EIT policies and procedures.
- Contribute to the general administrative needs of the EDC.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Maintain current knowledge and expertise in curriculum design, learning and teaching, and evaluative quality assurance.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

### **Commitment to EIT Priorities**

- 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.

## Pūkenga | Skills, Experience, Knowledge and Qualifications

### Essential

- Strong knowledge of tertiary education quality assurance, academic regulations, and curriculum development.
- Extensive experience in instructional design and adult learning theory.
- Proven capability in developing engaging and culturally responsive learning resources and teaching practices.
- Demonstrated ability to integrate Māori pedagogy, and mātauranga Māori.
- Skilled in project and change management within educational contexts.
- Excellent interpersonal and communication skills for collaborating across teams.
- Technologically proficient across a range of digital learning tools and systems.
- Advanced analytical, research, and report writing skills.
- Flexible, self-motivated, and committed to continuous improvement in education delivery.
- Culturally responsive, with empathy for te reo Māori and tikanga Māori, and commitment to inclusive education.
- Highly detail-oriented, with a proven ability to maintain accuracy.
- Ability to work autonomously.
- A degree-level qualification in a relevant field.

### Desirable

- A postgraduate qualification in Education or relevant field.
- Experience delivering professional learning or mentoring for academic staff.
- Experience contributing to or leading education strategy and innovation.
- Experience working across multiple campuses or at large tertiary institutions.

## Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

### Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.
- We create space for innovation and excellence, challenging the status quo for positive change.
- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

### Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.
- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.
- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

**Herea te mana | Act with integrity:**

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.
- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

**Herea te pono | Be committed:**

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.
- We are accountable for our impact and take ownership of both successes and challenges.
- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.