

Civil Infrastructure Tutor

Kaupapa | Purpose

To develop and teach theory and practical subjects in the New Zealand Certificate in Infrastructure Works programmes of study.

Reports to: Head of School Trades and Technology

Team: EIT | Te Pūkenga Trades

Remuneration: \$75,915 - \$80,129

Date: April 2024

Ngā Hononga Mahi | Working relationships

Internal: Other Tutors, Trades & Technology and Faculty of Commerce and Technology, Administration Manager and Allied Secretarial and Technical Staff, Faculty of Commerce and Technology, Students and programme Coordinator

External: Other EIT tutorial and allied staff, Industry, Education and Community Organisations, Secondary Schools, Other tertiary institutions, Advisory Committee, Work Development Council, Connexis ITO

Resource delegations and responsibilities:

Financial: «Financial Delegations & Responsibilities»

People: NA

Ngā mahi | Do

- Prepare and update and continually develop appropriate curriculum for all courses and implementation of new courses in line with Academic Board requirements.
- Provide clearly defined learning objectives and learning outcomes.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.

- Effectively 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.
- Provide relevant practical learning experiences.
- Maintain professional standards of practice and act as a role model.
- Be committed to and understand 21st Century learning and teaching strategies. This includes blended/flexible delivery modes and the role of educational technologies in delivering and facilitating learning and teaching.
- Facilitate support and liaise with student support services.
- Undertake effective, valid, and reliable evaluation of students and courses.
- Assess the performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes in line with academic regulations.
- Undertake internal and external moderation of assessment.
- Maintain full and accurate student records.
- Keep up to date with social, professional, and technical developments relevant to teaching topics through community and/or industry contacts, reading and where possible attending appropriate courses/conferences.
- Participate in relevant professional groups.
- Undertake annual performance appraisal process.
- Negotiate own training and development plan with Head of School arising out of formative appraisal process.
- Meet regularly with the programme coordinator.
- Attend institute, faculty, school meetings and relevant advisory meetings.
- Liaise with relevant individuals and groups in the community.
- Maintain professional liaison with Marketing staff and student support staff.
- Develop and maintain professional networks.
- Develop positive and constructive working relationships with colleagues across all campuses.
- Prepare annual plans, weekly and daily plans as required to effectively teach the assigned classes.
- Monitor own progress against plans and targets.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.
- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate, and research to the standards set in faculty policies and the institute's quality management system.
- Assist the Head of School to ensure all courses meet Academic Board requirements.
- Assist in the promotion and marketing of the faculty courses and programmes and EIT.
- Identify new course developments and markets in consultation with the programme co-ordinator, Head of School and marketing section.
- Assist with other promotional and marketing activities as appropriate.
- Assist the Head of School in preparing for the negotiation of the annual budget.
- Ensure resources are fully and appropriately utilised.
- Assist in ensuring resources for the programme are managed to budget.
- 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.
- 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.

Pūkenga | Have

- Extensive knowledge and practical skills in infrastructure plant operating.
- Well-developed oral, written, and interpersonal skills.
- Administration and organisational skills required.
- Excellent computer skills.
- Experience in the Infrastructure industry.
- Teaching experience preferred but not essential.
- Relevant tertiary qualification essential.
- Qualified NZTA assessor for W,T,R endorsements desirable not essential.

Waiaro | Be

Use this section for non-leadership role

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 waiora-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, ākonga 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 ākonga 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.