# [Head of School, Nursing]

**Kaupapa | Purpose**

To provide management and leadership to the School of Nursing, across the Hawke’s Bay and Tairāwhiti campuses.

**Reports to:** **Executive Dean, Faculty of Education, Humanities and Health Sciences**

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

**Remuneration:** Relative to experience

**Date:** March 2024

**Ngā Hononga Mahi | Working relationships**

**Internal:** EIT | Te Pūkenga executive leadership team, faculty management and kaimahi, all kaimahi

**External:** Other Te Pūkenga divisions, professional bodies, ākonga, relevant external industry stakeholders and committees, employers, contractors and suppliers.

#### Resource delegations and responsibilities:

**Financial:** TBD

**People:** 30-50 (direct and indirect reports)

**Ngā mahi | Do**

* Lead the development and implementation of the School of Nursing Annual Plan, achieving performance targets and objectives, as designated.
* Negotiate with Executive Dean for resources necessary to fulfil School objectives and targets.
* Monitor and manage income, operational and staffing expenses and resource in accordance with faculty targets.
* In association with the Assistant Head of School, Site Coordinator, Programme Coordinators and Practicum Manager, develop programme delivery plans that are consistent with programme aims, philosophy, curricular approach, clinical contracts, policies and procedures.
* Ensure the School reflects a commitment to high quality education and service, including liaison with relevant stakeholders such as NZ Nursing Council and the School of Nursing Advisory Committee.
* Build and maintain excellent relationships with external stakeholders including local Health Authorities, Public Health Organisations and any other key external stakeholders.
* Provide coordinated leadership and support for academic staff members and students in all undergraduate, post-registration and post-graduate nursing programmes.
* Be responsible for ensuring effective management of programme delivery, internal and external moderation, and evaluation consistent with programme aims, philosophy, curricular approach, contracts, Academic Board, NZQA and Nursing Council of New Zealand requirements.
* Support Programme Coordinators to achieve successful NZQA and Nursing Council approvals and accreditations, including adherence to audits and monitoring processes.
* Work with Assistant Head of School, Site Coordinator, and Programme Coordinators to ensure processes such as programme evaluations, feedback and Action Plans; lecturer evaluations; internal and external moderation; programme changes; annual reports and reports to monitors and others as required are effectively coordinated and managed.
* Work with Faculty Education Advisor to guide ongoing curriculum development and new course/programme development.
* Convene regular and effective School meetings, including as Chair of the Nursing Programmes Cluster Committee; be a key member of the Postgraduate Programmes Cluster Committee; and attend/serve on other academic, teaching and learning groups as appropriate.
* Provide effective line management within the School of Nursing, including recruitment and appointment of new staff, orientation, mentorship, probation and performance review processes.
* Meet regularly with teaching team members to discuss activities, plans, progress towards objectives.
* Participate in the Faculty Management Team to share information, and to inform strategic, developmental and collegial work.
* Effectively communicate with teams, School and Faculty staff, across the Institute and with stakeholders.
* Lead the research strategy for the School of Nursing by liaising with key stakeholders (RIC, research mentors, Professoriate) and supporting the School of Nursing and School of Health Science research committee.
* Maintain and operate Institute Quality Management System policies and procedures, including the production or approval of reports relevant to the School.
* Develop and evolve on-going School/programme marketing plans in association with team and Marketing Manager.
* Liaise with appropriate persons and groups in the community and more widely within the profession ensuring productive and effective stakeholder relationship.
* Undertake any other responsibilities or tasks, as negotiated with Executive Dean

##### 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**

* Current New Zealand Registered Nurse, with a current annual practicing certificate.
* A relevant postgraduate qualification (PhD or equivalent would be an advantage) or equivalent level of knowledge.
* Extensive nursing practice experience
* Knowledge and experience of curriculum development with undergraduate and post-registration nursing education frameworks and issues.
* Proven experience in leadership and management.
* Teaching and programme development experience in undergraduate and/or postgraduate health science/nursing education.
* An understanding of the principles of cultural safety, a commitment to the development of a culturally safe working and learning environment, and a commitment to parity of student success.
* An appreciation of te reo me ōna tikanga Māori.
* Ability to inspire and lead colleagues.
* Ability to plan, organise and achieve objectives.
* Ability to relate to staff and students at all levels.
* Ability to network with public, private, voluntary and iwi health and disability related agencies.
* High degree of professional judgement, personal initiative, commitment and integrity.

**Waiaro | Be**

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to 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:** Seek progress over perfection, moving forward with aroha, empathy and persistence. 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:** Navigate yourself, and lead others through 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 and as a leader.

**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. Create 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.