

Secondary School Partnerships

Administrator

Kaupapa | Purpose

Scope: Provide administrative, technical, and pastoral support for EIT's Secondary School Partnerships programs, including Trades Academy and STAR, ensuring their continued success.

Reports to: Business Relationship Manager

Team: EIT | Te Pūkenga team

Location: Hawkes Bay Campus

Remuneration: \$TBC

Date: September 2024

Ngā Hononga Mahi | Working relationships

Internal: EIT staff including Faculty Management, Tutors, Business Relationship Unit

External: Trades Academy Students, Secondary School Staff

Resource delegations and responsibilities:

Financial: Not applicable

People: Not applicable

Ngā mahi | Do

Administrative Processes:

- Manage academic results, student progress reports, destinations analysis reports, and data analysis reports.
- Develop systems to ensure compliance with necessary Literacy and Numeracy requirements.

Reporting:

- Provide regular reports to the Business Relationship Manager, secondary schools, and relevant stakeholders.
- Ensure appropriate access to information.

Administration:

- Handle enrolments and withdrawals, coordinating with Academic Services for TA and STAR course setup in Artena.
- Establish systems to track material usage and assist with promotional material distribution.
- Coordinate events throughout the year.
- Arrange Governance Group meetings.
- Extract data from Artena for timely MOE returns.
- Prepare monthly attendance and participation reports.
- Monitor expenditure and prepare purchase orders within budget.
- Liaise with external bus companies for Trades Academy transport planning.
- Prepare meeting minutes and documentation.
- Maintain up-to-date programme and student information within EIT systems.
- Assist in creating and developing the Trades Academy programme handbook.

Quality Assurance:

- Develop and implement a moderation plan for internal and external moderation.
- Monitor programme delivery compliance with academic documents and institutional policies.
- Report to academic committees/boards and external regulatory bodies.

Student Learning and Wellbeing (Pastoral Support):

- Provide academic counselling and advice to students and graduates.
- Support the Trades Academy Pastoral Care team as needed.
- Collaborate with the TA team to offer pastoral support to TA and STAR students on campus.
- Interview students to align educational plans with career objectives.
- Monitor student progress (attendance, engagement, academic performance).
- Liaise with partnering schools to keep them informed of student progress.
- Ensure completion of individual education plans within desired timeframes.
- Arrange career support for students when required.

General:

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies for personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

STAR Coordination:

- Serve as the primary EIT contact for STAR activity.
- Liaise with high schools to determine their STAR requirements.
- Meet with EIT Head of Schools to arrange necessary STAR offerings

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

Knowledge, Experience, and Skills:

- High level of administrative skills and experience.
- Advanced knowledge of computer applications, including Microsoft Excel, Word, PowerPoint, and databases. Familiarity with publishing programs is desirable.
- Proven experience in fast and accurate data input, management, budget monitoring, analysis, and reporting.
- Successful track record of effectively engaging and maintaining positive relationships with secondary-age youth.
- Experience working with Māori and Pacifica students.
- Excellent time management and organizational skills.
- Strong verbal and written communication skills, demonstrated through providing advice and influencing others in a professional environment.
- Full Class 1 Drivers Licence essential.

Special Aptitudes:

- Ability to use initiative.
- Competence and efficiency in often stressful working environments, meeting deadlines.
- Appreciation of customer service and commitment to quality service for both internal and external customers.
- Ability to relate to a wide range of people.
- Sensitivity to cultural issues.
- Skill in handling confidential matters.
- Prioritization abilities.
- Collaborative work within a team environment.

Personal Attributes:

- High degree of professional judgment and integrity.
- Flexibility and responsiveness.
- Strong self-motivation.

Essential requirements:

This position is classified as a core children's worker role and under the requirements of the Vulnerable Children Act 2014, the incumbent will be subject to a police and identity check prior to appointment and every three years thereafter.

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 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.