

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Academic Advisor

Area *Te Tari*: Academic Excellence

Reports to (title) *Ka whakaratatia e*: Director: Academic Excellence

SP10 placement: D Band

Primary purpose *Te take matua*

The Academic Advisor works in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic strategic goals and objectives.

The role involves:

- providing advice and guidance on approval and accreditation processes for new and changed programmes, both internally and externally.
- providing advice and guidance to academic kamahi around self-review and moderation processes
- maintaining institutional oversight of qualification reviews.
- facilitating organisational compliance with external requirements for academic quality.
- contributing to the functioning of Academic Committee and its sub-committees as required.
- ensuring that all academic quality processes are complied with, maintained, developed and utilised in this work.

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

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome <i>Kā hua</i>
Programme Development, Approval & Accreditation	<ul style="list-style-type: none"> • Programme developers are provided with guidance and support to follow the requirements of internal and external academic approval and accreditation processes • Otago Polytechnic quality assurance processes, policies and systems are understood and integrated into programme development • Application and approval documentation meet Otago Polytechnic, NZQA and professional registration bodies' academic quality requirements • Quality systems, processes, templates and guidelines are used in all approval documentation including preparation for panel visits where appropriate • Quality systems and templates are reviewed to ensure that they are fit for purpose
Programme Evaluation & Review	<ul style="list-style-type: none"> • Programme staff receive appropriate advice and guidance to prepare documentation for evaluation and review of programmes • Programme changes meet the NZQA Types of Change requirements • Programme changes are finalised to meet Programme Approvals Committee and Academic Committee requirements • Programme changes align with external professional body requirements.
Moderation, Monitoring and Self-review	<ul style="list-style-type: none"> • Programme teams are supported to comply with internal and external moderation, self-review and monitoring requirements • Programme teams receive support and guidance in the use of policies and processes for moderation of assessment, self-reviews and programme

	<p>monitoring</p> <ul style="list-style-type: none"> • Moderation, self-review and moderation documentation is prepared to the required standard and meets NZQA requirements and timelines • Assistance is provided to schools to develop appropriate assessment and other relevant tools and processes
Academic Quality	<ul style="list-style-type: none"> • Liaise with academic quality advisors across the ITP network to facilitate collaboration as required • Liaise with qualification developers to ensure that all approval processes are followed • Contribute to academic quality projects as required
Relationship Management – providing advise	<p>Internal:</p> <ul style="list-style-type: none"> - Programme teams - Learning and Teaching Development <p>External:</p> <ul style="list-style-type: none"> - NZQA evaluators - Academic quality advisors from across the ITP network - Qualification developers - Programme governance groups
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. Dropbox)
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice	<ul style="list-style-type: none"> • 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. • 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.
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> • Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.
Inherent Requirements:	

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.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Director: Academic Excellence	Formal Leader. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Academic Excellence Team	Provide support, advice, guidance, information, communication and referrals.
	Provide operational advice to the organisation in matters relating to all educational products.
Internal partners	Work with programme teams to help advance the priorities and aspirations of all learners
External partners, including but not limited to industry, community and mana whenua	Work in partnership to facilitate effective collaboration that benefits Otago Polytechnic
External stakeholders	Provide advice and guidance on quality assurance matters Ensure all quality compliance measures are met
Programme Approvals Committee	Support the preparation of programme documentation Advise on technical matters relating to programme development, documentation and approval

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of workload 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
Position dimensions <i>Kā āhuataka tūraka</i>	

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

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills <i>Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka</i>

Essential:

- Experience with qualification and/or programme development
- Knowledge of current teaching, assessment and moderation practices
- Knowledge and experience of flexible delivery methodologies (experiential, blended, etc)
- Previous involvement in internal and/or external review processes
- Familiarity with all levels of the New Zealand Qualifications and Credentials Framework
- Proven organisational, administrative and time management skills

- Proven, well developed oral, written and interpersonal skills
- Proven ability to plan and meet deadlines
- Willingness and ability to provide guidance to staff to enhance student learning
- Competency in use of Microsoft software, Word and Excel in particular
- Project management skills
- Proven experience of networking and collaboration

Selection Criteria – Education and Experience	<i>Whakariteka Kōwhiritaka - kā kuraka me kā wheako</i>
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Preferred:

- Graduate level qualification in a relevant discipline e.g. learning design, teaching.

Personal Attributes	<i>Kā Āhuatanga Whaiaro</i>
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- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- 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
- Ability to work unsupervised
- Ability to actively contribute to a team-oriented, collaborative environment
- Ability to follow directions, as well as to be able to think proactively
- A friendly and approachable manner
- Excellent written and verbal communication skills

This position 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.