



Motor Industry Learning Facilitator

Te Aho a Māui

Kaupapa | Purpose

Scope: To work alongside teaching staff to enhance the student learning experience within the Automotive programmes.

Reports to: Assistant Head of School Trades and Technology

Team: Trades and Technology EIT | Te Pūkenga team

Location: Taradale Campus - Napier

Remuneration: \$

Date:

Ngā Hononga Mahi | Working relationships

Internal: Programme Coordinator, Academic Staff, Faculty Dean, Assistant Head of School, Administration Manager, Secretarial Staff and Technical Staff, Students

External: Advisory Committee, Industry, Industry Training Organisation

Ngā mahi | Do

Learning Facilitation

- Work alongside student and encourage them with their learning.
- Demonstrate how to use equipment, software, materials and the like.
- Respond to questions from students about their learning projects, tasks and the like.
- Assist and teach students in practice and to master technical skills.

Teaching Facility and Resources

- Work with teaching staff to ensure that the teaching facility is fully functional and safe.
- Work with teaching staff to ensure the learning environment is prepared.
- Assist students in tidying up afterwards.

Student Support

- Identify students with learning issues and refer to tutor or specialist as appropriate.

- Work with teaching staff to provide additional practical support to students with learning issues.
- Follow up students who haven't been attending classes and refer to the tutor or specialist as appropriate.

Tutor/Lecturer Support

- Work with teaching staff to integrate theory and practical teaching methodologies.
- Contribute to new ideas and develop new learning resources.
- Provide feedback to the Tutor/Lecturer on the effectiveness of teaching and learning practice.
- Assist teaching staff with the recording of student learning progress.
- Work with Tutors/Lecturers to provide support for students involved in work experience.

Personal/Professional Development

- Keep up to date with relevant social, professional and technical developments through community and/or industry contact, reading and where possible attend appropriate courses.
- Implement ongoing professional development objectives.

Administration

- Participate in the decision making process related to course structure, timetables, procedures and general activities within the School and meet agreed deadlines.
- Initiate purchasing following requests from Tutors
- Maintain full and accurate records as appropriate.
- Implement the policies and procedures documented for the Faculty
- Attend Institute and staff meetings as appropriate.
- Maintain and operate Eastern Institute of Technology administrative policies and procedures as appropriate.
- Implement and maintain a tool inventory for allocated programmes.
- Stock take of equipment when required.

Team Activity

- Liaise / coordinate with other team members to provide curriculum.
- Liaise / coordinate with lecturers in related subject areas in other levels to provide continuity and coherence in the programme.
- Be an active and supportive team member.
Develop positive and constructive working relationships with colleagues across all campuses.

Marketing

- Participate in the promotion and marketing of the Eastern Institute of Technology as a learning institution and promote the Faculty as responding to community needs
- Participate in the marketing of courses / programmes.

General

- Review own job description annually with Manager and work through annual appraisal process.

- Ensure that the philosophy and procedures of Quality Management are reflected in activities undertaken.
- Assist with preparation for graduations and other events as required.
- Undertake other duties as may be required by the 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

Knowledge, Experience and Skills:

- Extensive range of Automotive engineering and Motor industry experience combined with proven technical and applied expertise. All vehicle types. **essential.**
- Empathy for students.
- Competence in the use of Microsoft Office.

Skills:

- Extensive knowledge and practical skills in mechanical engineering **essential.**
- Well developed oral, written and interpersonal skills **essential.**
- Administration and organisational skills required.
- Expertise in current mechanical engineering skills/techniques **essential.**

Special Aptitudes:

- An ability to demonstrate to students the link between theoretical and practical aspects of the Motor Industry
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, i.e. industry/students.

Personal Attributes:

- Friendly and approachable manner.
- Professional approach.
- Flexible, adaptable and responsible.
- Excellent communication skills.

QUALIFICATIONS:

- Relevant trade qualification **essential**.

Teaching qualification desirable **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.