

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title *Te tūraka mahi* : Avalanche and Snow Programmes

Lead

Area *Te Tari*: Central Campus

Reports to (title) *Ka whakarataia e*: Director: Central Campus

SP10 placement: N/A

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

This position provides academic leadership, coordination and delivery of the following programmes: New Zealand Certificate in Snowsport Patrol (Level 4), New Zealand Certificate in Snowsport Instructing (Level 4), New Zealand Certificate in Avalanche Risk Management (Level 5) and the New Zealand Certificate in Avalanche Risk Management (Level 6). The programme manager, alongside the Director: Central Campus, is required to ensure the programmes meet Otago Polytechnic's required educational and financial performance indicators

To be successful in this role:

The ideal candidate will be well-organised and proactive, manage their time effectively to balance multiple tasks. Be a good communicator, as you'll work with a variety of people, including colleagues, ākonga, and external stakeholders. Problem-solving skills will help you navigate challenges, and being adaptable will allow you to adjust to changes and new priorities, (e.g. changing snow and weather constraints within a fixed delivery period).

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>
Communication and Coordination	<ul style="list-style-type: none"> Facilitate clear and effective communication between ākonga, kaimahi, Head of School and external stakeholders. Serve as the primary point of contact for programme-related inquiries, ensuring timely and accurate responses
Liaison	<ul style="list-style-type: none"> Liaise with external partners, and industry stakeholders, including Cardrona Alpine Resort/Treble Cone (lift passes and access permissions), NZ Snow and Avalanche Committee and the Avalanche Education Group (AEG) and local transport operators (coordinating annual transport needs) Foster strong relationships with key contacts to facilitate collaboration and resource sharing.
Marketing and Promotion	<ul style="list-style-type: none"> Where appropriate collaborate with the marketing team to develop and execute marketing strategies for the programmes. Assist in the creation of promotional materials, including brochures, social media content, and website updates.

Research and Knowledge Development	<ul style="list-style-type: none"> • Maintain current theoretical and practical knowledge. • Engage in ongoing research activities that contribute to the academic community.
Coordinate the Teaching Team	<ul style="list-style-type: none"> • Appropriately experienced and qualified instructors are recruited to instruct on the block courses of the NZ Certificates in Avalanche Risk Management Levels 5 & 6 • Appropriately experienced and qualified people are recruited to work as TSAs (Theory Support Advisors) on the NZ Certificate in Avalanche Risk Management Level 6 • Induction is planned and provided for all staff instructing on the avalanche programmes • Liaise with and support Cardrona Alpine Resort staff in the delivery of the NZ Certificate in Snowsport Instructing programme • Supervise the teaching staff on the NZ Certificate in Snowsport Patrol/NZ Certificate in Avalanche Risk Management Level 5 • Providing opportunities for 2-way feedback with the teaching team to continually improve on product delivery
Programme Delivery	<ul style="list-style-type: none"> • Develop annual programme schedule and staff accordingly • Direct block courses for the NZ Certificate in Avalanche Risk Management Level 5 intakes, including delivery of weekly online seminars • Support contracted staff with directing Level 5 NZ Certificate in Avalanche Risk Management intakes (in 2026 there are 6 intakes) • Direct the NZ Certificate in Avalanche Risk Management Level 6 block courses – Field Training and Integrated Practical Assessment • Maintain and update as required the online resources (Moodle) for the Level 5 & 6 Avalanche Risk Management programmes
Academic Processes	<ul style="list-style-type: none"> • Programme review and development is undertaken as and when required • Moderation requirements are met • APERS (Annual Programme Evaluation Reports) are completed for OP • Student feedback and Peer teaching feedback is sought and incorporated into future offerings of the programmes
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 • Update annually the Avalanche Programme's SMS, RAMS, Instructor Induction List, Instructor Agreement and Student Risk Disclosure Agreement in conjunction with the Polytechnic's workplace safety team.

Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	<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. Awareness to attain OP as an inclusive environment for all cultures and languages.
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)
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: Central Campus	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Central Campus kaimahi	Collegial support and advice, work distribution, peer discussions in a self-leading team environment. Work in partnership with others.
Kaimahi with the programmes	Provide leadership and coaching, support and advice, work distribution, peer discussions in a high performing team environment.
Ākonga within the programmes and School	Provide support, advice, guidance, information, communication and an environment where the ākonga have the best chance of succeeding
External partners, industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>

Prioritisation of work load 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 *Kā āhuataka tūraka*

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, Education and Experience *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka, kā kuraka me kā wheako*

Required Skills and Qualifications:

- Excellent organisational skills with the ability to manage multiple tasks and priorities.
- Strong communication and interpersonal skills, with the ability to offer support and guidance to ākonga (learners) and kaimahi (staff).
- Experience in budgeting, scheduling, and team coordination.
- Experience in delivery of tertiary education.
- Hold a current IFMGA or NZMGA (full) Ski Guide qualification (or well down the path to qualification completion)
- Broad industry knowledge with experience as a ski patroller, mountain guide, avalanche forecasting, avalanche search and rescue and academic research.

Preferred Skills and Qualifications:

- Hold an NZSIA ski instructing qualification, at least Level 1, but preferably Level 2, 3 and Trainer qualifications
- Strong IT skills, with an understanding of online delivery
- Tertiary teaching qualification

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- 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
- Extensive safety consciousness

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.