

### Job Description

<b>Position Title:</b>	Lecturer
<b>Responsible to:</b>	Head of School or nominated person
<b>Roles reporting to the position:</b>	None
<b>Additional portfolios owned:</b>	None
<b>Committee memberships:</b>	Programme Committee, Research Committee
<b>Internal relationships:</b>	Student, Academic Team, Student Support, Recruitment Team, NZSEG team
<b>External relationships</b>	TEOs, Businesses, Communities, Industries and other ITOs
<b>Back up coverage by:</b>	Other Lecturers, Academic Leader
<b>Back up coverage for:</b>	Other Lecturers

#### **Role Purpose:**

This role is required to uphold the values of NZSEG kaupapa and provide a positive environment for all. The role will involve being student centred, by delivering courses which give the students an innovative, motivational, supportive and quality learning experience. The role holder will be reflective, self-assess and evaluate their own student outcomes whilst contributing to and collaborating with colleagues and the Head of School. Staff will be compliant with all legal obligations and NZSEG policies including the approved Programme Document/s.

Participation in programme, discipline and School marketing, career and promotional activities as required. The final aim of the role is to support the implementation of the NZSE research strategy by conducting research, mentoring emerging researchers and supporting the delivery of research courses to students.

#### **Key Accountability: Actively uphold NZSEG Kaupapa**

##### **Our Mission**

To produce successful graduates through exciting educational experiences

##### **Our Vision**

Transforming lives through the power of learning

##### **Our Values**

- **Creativity** - we encourage innovation
- **Achievement** - we strive for success
- **Respect** - we celebrate diversity
- **Empowerment** - we enable potential

Support NZSEG Te Ao Māori initiatives, including embedding the Māori and Pasifika Strategy.

#### **Key Accountability: Deliver Quality Teaching**

<b>Key Activities</b>	<b>Key Performance Indicators</b>
<p>Planning and delivering courses using effective teaching methods and materials appropriate to the students and course content and aligned with the NZSE Teaching and Learning Plan</p> <p>Ensuring all assessments, including tests are completed as per the requirements of the course including marking, feedback, moderation, reassessment and rescheduling within required timeframes</p>	<p>Course completion exceeds EPIC targets for all students</p> <p>100% compliance with internal and external requirements</p> <p>Student feedback survey framework is followed</p>

<p>Evaluations are carried out in accordance to the Survey Matrix and summarized for Programme Committee</p> <p>Reporting of course completions and student results, satisfaction, attendance and other data as required</p> <p>Working collegially with the Academic Leader and other lecturers on the programme to ensure programme delivery is on-track, effective, innovative and relevant to current industry practice</p> <p>Engaging with and using appropriate interactive online resources for course development and delivery</p> <p>Monitor, maintain and follow up all attendance records for students in the student management system</p> <p>Acting as lecturer relief in absence of other lecturers</p> <p>Undertaking and completing required educational and industry qualifications to ensure life-long learning and currency of knowledge and skills</p> <p>Writing assessments which are valid, reliable and fair based on the learning outcomes and at the right level</p> <p>Participating in the moderation process</p> <p>Undertake Industry Engagement to bring real world industry-based assessments into learning and teaching.</p>	<p>Student feedback has 95% overall satisfaction rating</p> <p>100% students actively use the online LMS to the agreed level for each course</p> <p>Assessments meet external moderation requirements</p>
<b>Key Accountability: Meet Compliance Requirements</b>	
<b>Key Activities</b>	<b>Key Performance Indicators</b>
<p>Company policies and processes in relevant manuals are adhered to</p> <p>Participating in both internal and external moderation of assessments as per the annual moderation plan</p> <p>Participating in course and programme reviews and implementing changes informed by stakeholder feedback or developments in the field</p> <p>Participating in the development of new courses and programmes at NZSE as required</p> <p>Developing, updating and improving course outlines, handouts and such resources as required for effective delivery of courses at NZSE</p>	<p>All NZSEG policies, systems and procedures are adhered to with 100% compliance</p> <p>Moderation follows NZSEG policies and all requirements are met</p> <p>100% internal and external moderation met</p> <p>Contributes to course and programme reviews and development as required and complete in the agreed timeframe</p> <p>Contributes to new course and programme development as required and complete in the agreed timeframe</p>
<b>Key Accountability: Provide Academic and Pastoral Support</b>	
<b>Key Activities</b>	<b>Key Performance Indicators</b>
<p>Be the first point of contact to provide academic and pastoral support and assist students to develop day to day work habits, life and social skills that will enhance their study outcomes and employability</p> <p>Dealing appropriately with individual learner support needs including co-ordinating the referral and follow up of students to other support staff</p>	<p>Retention exceeds EPIC targets for all students</p> <p>Student feedback has 95% overall satisfaction rating</p> <p>90% of graduates' pathway into employment or further study</p>

Offering advice and assisting students on further learning and pathway opportunities	
Recording evidence in student management system of employment outcomes for graduates as at programme completion	
<b>Key Accountability: Research</b>	
<b>Key Activities</b>	<b>Key Performance Indicators</b>
Supporting the implementation of the NZSE research strategy Mentoring emerging researchers at NZSE Supporting the delivery of research courses to students across the organisation Helping to organise the Research Symposium Coordinating the publication of a Research Journal Undertaking Research in accordance to submitted research plan	NZSE research plan is achieved
<b>Key Accountability: Professional Development</b>	
<b>Key Activities</b>	<b>Key Performance Indicators</b>
Undertaking and completing required educational and industry qualifications to ensure life-long learning and currency of knowledge and skills – including <ul style="list-style-type: none"> <li>Maintaining qualifications one level (or more) higher than the level taught and assessed</li> <li>Obtaining a qualification in adult education and training (if not achieved already)</li> </ul> Participating in the Professional Development Programmes agreed at staff appraisal Maintaining currency of knowledge and skills and undertaking agreed professional development activities	Annual Professional Development plans are agreed, approved and acted on Active involvement in relevant qualifications and courses Industry visits are undertaken quarterly with evidence of feedback of industry requirements and suggested changes available to all 90% of graduates' pathway into employment or further study
<b>Key Accountability: Academic Administration</b>	
<b>Key Activities:</b>	<b>Key performance Indicators</b>
Completing all academic administrative work required by NZSEG policies and procedures Reporting progress and issues to the Head of School Preparing student files for archiving	All NZSEG policies, systems and procedures are adhered to with 100% compliance
<b>Other Objectives</b>	
<ul style="list-style-type: none"> <li>Support with the development of online courses using the Learning Management System</li> <li>Facilitating professional development sessions as agreed</li> <li>Conducting other activities under the direction of the Line Manager</li> <li>Comply with all Health and Safety requirements and ensure personal safety at all times</li> </ul>	
<b>Knowledge, Skills and Abilities Requirements</b>	
<ul style="list-style-type: none"> <li>Student Centered practices</li> </ul>	

- Excellent written and oral communication skills in English
- Excellent organisational and priority-setting skills
- High level of accuracy and attention to detail
- Ability to work as part of a diverse team of staff
- Ability to maintain confidentiality
- High level of patience, empathy and cultural sensitivity towards all students and all staff
- Professional, team orientated individual
- Computer literacy and knowledge of Canvas or another LMS

#### Education and Experience Requirements

- Minimum of Masters Qualification in a relevant discipline (a level higher than you are teaching)
- Certificate/Diploma in Adult Teaching and Learning (Level 5 or 6)
- Experience and knowledge of the New Zealand tertiary education sector
- Willingness to learn some basic Te Reo Māori
- Research active
- Completed appropriate Unit Standards relating to assessing and moderating
- Experience in relevant industry