

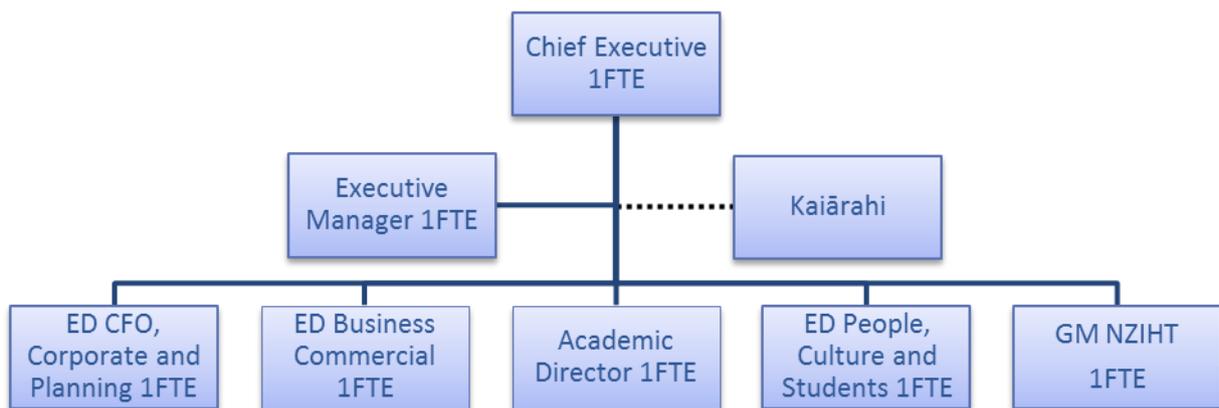
## Role Description – Academic Staff Member

### Western Institute of Technology at Taranaki – Te Kura Matatini o Taranaki

Since opening in 1972, the Western Institute of Technology at Taranaki (WITT), formerly Taranaki Polytechnic has been contributing to the region’s economy through the delivery of high quality, professional and vocationally focused tertiary education. Based in New Plymouth, WITT serves the tertiary education needs of the Taranaki region of 110,000 people and enrolls more than 5,000 students annually in over 50 qualifications.

WITT, as a 21<sup>st</sup> century learning organisation, is taking on a different shape and structure than previously, as it responds to the changing political, economic, social and technological environments impacting on tertiary education. Like any commercial business, WITT has products and services that need to be relevant and sought after by its customers and the communities in which it operates.

Below is a high-level view of the organisational structure of WITT.



The Executive Team at WITT comprises the Chief Executive, three Executive Director positions, Academic Director, GM NZIHT, Executive Manager and is supported by the Kaiārahi. The team is responsible and accountable for delivering WITT’s strategic objectives, ensuring organisational decision-making and initiatives support the achievement of WITT’s objectives. It is responsible for ensuring effective communication of the vision, goals, strategies and outcomes both internally and externally.

### Role purpose

This role is to teach and assess the requirements within WITT’s teaching programme(s). It is expected the appointee will complete, to a high standard, the relevant academic administrative tasks associated with this role while ensuring excellent student outcomes. The appointee will also be required to continue to participate in professional development opportunities that enhance their teaching practices and ensure they stay up-to-date with the latest developments in their field of expertise.

## Key responsibilities of the role

Accountability	Authority
Teaching and Students	Complete academic teaching and assessment for courses; Apply state of the art teaching and learning strategies; Ensure consistency and relevance of course content; Recognise student learning difficulties and arrange appropriate support; Support learners to succeed particularly those in priority groups.
Academic Success	Ensure effective communication with students and staff; Maintain an understanding of the principles of Te Tiriti o Waitangi; Comply with all WITT policies and procedures; Comply with moderation requirements; Adhere to the International Students Code of Practice 2016; Participate on committees within WITT; Complete all Professional Development and Research requirements; Complete Literacy and Numeracy testing of learners.
Administration	Participate in evaluations; Complete self-assessment reports and activities; Meet all agreed KPI outcomes; Comply with the requirements of the Health and Safety at Work Act 2015 and other relevant legislation; Record attendance daily; Record student results as assessments are completed; Constantly monitor and forecast student course completions; Attend CE forums and WITT events.
Stakeholder/Industry Engagement	Work with industry to increase stakeholder involvement; Attend LAC or other relevant meetings; Participate in student recruitment.

A programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through WITT’s Performance and Development Programme.

The appointee is expected to be an advocate for WITT and display the shared values that are the foundation of WITT, and guide the actions and behaviours of staff. The following are the WITT shared values:

**Our Core Value**  
We want our students to be successful - they are at the centre of what we do

**Our Underpinning Principles**  
Kaupapa Māori • Sustainability • Excellent teaching

The appointee is also expected to perform such other duties as can be reasonably regarded as incidental to the job description.

## Key relationships

### *Internal*

- Students
- Faculty Leaders and Programme Managers
- Academic and Support Staff

### *External*

- Stakeholders
- Industry partners

## Person specifications for position

- Relevant qualification, which must be at least one level higher than the course being taught
- National Certificate in Literacy and Numeracy Education or equivalent or be working towards
- Able to work well with others
- Excellent communication skills
- Have attention to detail

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Employee name

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Employee signature

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Date