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| <b>Position</b>                   | Director - Tai Poutini                             | <b>Pos #</b> |
| <b>Department/division</b>        | Executive  |              |
| <b>Main location</b>              | Greymouth Campus                                   |              |
| <b>Staffing responsibility</b>    | To be agreed                                       |              |
| <b>Academic delegation</b>        | To be agreed                                       |              |
| <b>Financial delegation</b>       | To be agreed                                       |              |
| <b>Human resource delegations</b> | To be agreed                                       |              |
| <b>Employment agreement</b>       | Individual Employment Agreement                    |              |
| <b>Classification</b>             | Permanent, full-time<br>Non-Core Children's Worker |              |
| <b>Salary range</b>               | Subject to negotiation                             |              |

## Our purpose and values

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| <b>Manawa nui</b><br>We reach out and welcome in             | We bring the right people together to leverage skills, talent and knowledge<br>We promote shared ownership and goal delivery<br>We include people and work cooperatively to achieve shared goals     |
| <b>Manawa ora</b><br>We strengthen and grow the whole person | We role model good practice with others<br>We set stretch goals aligned to our vision, and go for it<br>We foster and celebrate progress   |
| <b>Manawa roa</b><br>We learn and achieve together           | We build rapport in open, friendly, inclusive ways<br>We listen to understand different perspectives and cultures<br>We have honest conversations and balance our own interests with those of others |

## Department/division introduction

The Tai Poutini business division of Te Pūkenga delivers a diverse portfolio of vocational education programs and learning pathways designed to meet the unique training needs of the South Island West Coast, as well as satellite campuses across the country. This division is composed of three teaching departments that offer a range of qualifications across various levels, complemented by dedicated learner support services. To enhance our educational offerings and operational capabilities, we collaborate closely with the Ara Business Division within the Te Pūkenga network. This partnership enables us to provide comprehensive support for key enabling functions, ensuring our programs are both effective and responsive to the evolving demands of the vocational education sector.

## Prime function/purpose of the job

The Director of Tai Poutini plays a pivotal leadership role in ensuring Tai Poutini's campuses throughout New Zealand, in particular on the South Island's West Coast, deliver quality vocational education guided by the needs of industry, iwi partners, and community stakeholders. This position commands comprehensive oversight of the day-to-day campus operations and a deep, proactive engagement with every facet of the campus's academic and operational life. In doing so, the Director ensures the delivery of high-quality, learner and community-centric educational services aligned to regional needs. Furthermore, the Director adeptly aligns campus activities with the strategic objectives of the Te Pūkenga network, enhancing this alignment through active collaboration with the Ara Business Division. This role not only demands meticulous management of daily operations but also fosters a deep appreciation and engagement with the broader educational and community environment, ensuring that the campus's activities support and advance the broader goals set by the Regional Executive Director. The role reports to the Rohe 4 Regional Executive Director.

### 1. Leadership and Operational Management:

- Lead the day-to-day operations of the Tai Poutini campus, ensuring the delivery of high-quality educational services that are centred around the needs of learners and the community.
- Maintain operational excellence across academic programs and learner support functions, adhering to all educational standards and compliance requirements.

**2. Strategic Alignment and Campus Oversight:**

- Align campus activities with the strategic objectives of the Te Pūkenga network, particularly through collaboration with the Ara Business Division.
- Implement strategies that enhance participation in vocational education, making sure that programme offerings are relevant, aligned with industry and community needs, and accessible to all potential learners.
- Engage comprehensively with all facets of campus operations, from academic departments to support services, to foster a dynamic, responsive educational environment.

**3. Community and Industry Engagement:**

- Develop and maintain proactive relationships with local community leaders, industry, and Iwi partners, integrating the campus into the socio-economic fabric of the region.
- Promote the Tai Poutini Business Division as the preferred vocational training partner on the West Coast, emphasising the role of campus facilities as integral community resources.

**4. Performance Management:**

- Oversee and ensure the achievement of key performance metrics such as budget compliance, enrolment targets, and educational outcomes for learners.

**Reporting structure**

This role reports to the Regional Executive Director (RED), Region 4.

**Key working relationships**

This role will work closely with the Regional Executive Director (or equivalent) and the Ara ELT.

This role will hold the institute’s day to day relationship with various agencies and will interface with the Tai Poutini Business Division on any emerging issues or matters impacting on wider business functions.

It is expected that this role will work with our Treaty partners, the Tai Poutini Director of Mātauranga Māori and the Ara Director of Te Tiriti Outcomes to ensure that Tai Poutini is responsive to the needs and expectations of Māori.

The role will collaborate with business and community stakeholders, as well as the Ara Sales, Marketing, and Engagement Team, ensuring that Tai Poutini remains informed of and responsive to industry and community vocational training needs. These insights will be integrated into Tai Poutini’s strategic and operational planning.

| Functional relationships   |  |
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| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Regional Executive Director</li> <li>• Ara Te Kāhui Manukura (ELT)</li> <li>• Direct reports</li> <li>• Tai Poutini leaders</li> <li>• Colleagues across the organisation</li> </ul> | <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Tertiary Education Commission (TEC)</li> <li>• Agencies including Ministry of Education (MoE), NZQA</li> <li>• Treaty partners</li> <li>• Stakeholders – industry, school, business, community</li> <li>• Counterparts in the vocational education sector generally</li> <li>• Professional bodies relevant to the role</li> <li>• Tai Poutini (West Coast) stakeholders, schools, industries, and community.</li> </ul> |

| Professional profile  |
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| <p><b>Qualification/knowledge</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in management or other relevant discipline, and/or relevant experience. The incumbent may be actively pursuing achievement of a qualification.</li> <li>• Demonstrated knowledge of health and safety management practices and their applications</li> </ul>  |
| <p><b>Experience/Skills</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills with experience in working collaboratively with a range of people</li> <li>• Able to influence others towards common goals</li> <li>• Excellent team development, management, and motivational skills</li> <li>• Excellent interpersonal skills and the ability to establish and maintain positive working relationships</li> <li>• Excellent communication skills both oral and written at all levels to successfully achieve outcomes</li> <li>• Exercise a balanced and informed approach to problem solving, as well as situations involving change, stress and conflict</li> <li>• Able to plan, budget, negotiate, and manage resources to achieve required outcomes</li> </ul> |

- Proven ability to think strategically and to develop operational plans to achieve strategic goals
- Demonstrated awareness of equity, cultural and bicultural issues and a commitment to biculturalism and the ability to translate these into action
- Demonstrated solutions and future focus
- Demonstrated ability to lead and contribute to the development of new initiatives
- Excellent time management and ability to correctly prioritise
- Fundamentally understands and applies the principles of continuous improvement in all activities
- Actively engaged in the West Coast community with a proven ability to forge and leverage strategic partnerships.

#### Personal Attributes

- Embraces Tai Poutini kaupapa
- Enjoys working with a wide range of people from different backgrounds with different needs
- Exerts a positive influence, and able to gain trust and cooperation
- Is versatile, flexible and very adaptable in enabling and ensuring that goals are met
- Enjoys learning and grows own capability and that of others through it

#### Preference will be given to candidates who also demonstrate the following knowledge, skills and experience

- Experience in the tertiary sector
- Operational management experience in a tertiary education environment and formal management qualifications.

Please note that you will be required to provide evidence of any qualification, professional membership, license or registration required for the role.

| Key focus areas   | Expected outputs and outcomes include   |
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| <p><b>Campus Operations</b></p> <ol style="list-style-type: none"> <li><b>Strategic Oversight and Campus Management:</b> <ul style="list-style-type: none"> <li>• Operate under the delegated authority of the Regional Executive Director and appropriate portfolio Director to ensure efficient, timely, and effective management of the Tai Poutini campuses.</li> <li>• Serve as the primary decision-maker and central point of contact for staff, students, and other stakeholders regarding daily operations, potential product delivery, and service enhancements.</li> </ul> </li> <li><b>Contract Management and Compliance:</b> <ul style="list-style-type: none"> <li>• Oversee the management of campus contracts in consultation with the relevant network Director.</li> <li>• Ensure that student-related processes comply with governing policy and processes. Leverage Ara partnership for guidance and support.</li> </ul> </li> <li><b>Health, Safety, and Environment:</b> <ul style="list-style-type: none"> <li>• Manage all campus health and safety protocols in coordination with the appropriate Safety, Health and Wellbeing delegates.</li> <li>• Collaborate with the Tai Poutini Facilities team to maintain grounds and cleaning standards across the campuses.</li> </ul> </li> <li><b>Student Administration and Support:</b> <ul style="list-style-type: none"> <li>• In partnership with the appropriate functional roles and leadership, maintain responsibility for all aspects of student administration, enhancing the efficiency and effectiveness of administrative systems.</li> </ul> </li> <li><b>Information Technology and Resources:</b> <ul style="list-style-type: none"> <li>• Ensure that adequate information technology support is available to meet the needs of all the Tai Poutini campuses, in collaboration with the ICT/ Digital team.</li> </ul> </li> <li><b>Financial Management:</b> <ul style="list-style-type: none"> <li>• Participate in the budgeting process, compile requests for capital expenditures, and oversee</li> </ul> </li> </ol> | <p>Annual Performance Indicators will be agreed with the Regional Executive Director, however in general terms the Director – Tai Poutini will be performing well when:</p> <ul style="list-style-type: none"> <li>• The Tai Poutini campuses, their total resources and facilities, are functioning effectively and efficiently and delivering a service to staff and students which is seen as fit for purpose and ‘first class’.</li> <li>• Campus staff and students, through the actions of the Board, RED, Directors and Managers, feel part of a collegiate Tai Poutini.</li> <li>• Appropriate planning is actioned and delivered to meet the agreed and planned outcomes of Tai Poutini.</li> <li>• All systems, processes, institutional and legislative regulatory requirements have been met for the Tai Poutini campuses.</li> </ul> |

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| <p>the allocation of capital expenses with the relevant Director or delegated manager.</p> <ul style="list-style-type: none"> <li>• Handle responsibilities for purchase orders and manage petty cash operations.</li> <li>• Effectively manage approved budgets.</li> </ul> <p>7. <b>Feedback and Issue Resolution:</b></p> <ul style="list-style-type: none"> <li>• Ensure that feedback and complaints from students and staff are addressed promptly and effectively.</li> </ul> <p>8. <b>Recruitment and Staffing:</b></p> <ul style="list-style-type: none"> <li>• Actively contribute to the recruitment process as required to ensure the campuses are well-staffed with qualified personnel.</li> </ul> <p>9. <b>Leveraging Strategic Partnerships:</b></p> <ul style="list-style-type: none"> <li>• Utilise the partnership with Ara to enhance operational support, gain strategic advice, and streamline day-to-day activities, ensuring that Tai Poutini leverages shared resources and expertise effectively.</li> </ul> <p>10. <b>Community and Industry Engagement:</b></p> <ul style="list-style-type: none"> <li>• Interface with business and community stakeholders, and the Ara Sales, Marketing, and Engagement Team, to ensure that Tai Poutini remains attuned to the vocational training needs of the industry and community. These insights will be instrumental in shaping Tai Poutini's strategic and operational plans.</li> </ul> |  |
| <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Initiate change and improvement to assist Tai Poutini in meeting its strategic goals and operational plans.</li> <li>• Contribute to the development, efficiency and ultimate success of Tai Poutini.</li> <li>• Assist in meeting the expectations of Tai Poutini's Strategic Plan.</li> <li>• Meet statutory requirements as they relate to this role (eg Privacy Act, Education Amendment Act, State Sector Act, Fair Training Act).</li> <li>• Undertake additional duties related to the role as may be required from time to time by the Regional Executive Director.</li> </ul>  | <ul style="list-style-type: none"> <li>• Continuous improvement and development of systems, procedures and service to ensure Tai Poutini maintains and develops its position as a leading provider of quality tertiary education and training.</li> <li>• Ensure Tai Poutini is a good employer to all staff.</li> <li>• Be a good employee of Tai Poutini willing to contribute to the success of the Institute.</li> </ul> |
| <p><b>Health and Safety Management</b></p> <ul style="list-style-type: none"> <li>• All Managers are responsible for ensuring that their own and their areas of responsibility meet the requirements and accountabilities under the Health and Safety at Work Act 2015 (and any subsequent amendments) are complied with. The Act includes obligations in respect of staff, visitors and contractors.</li> </ul>  | <ul style="list-style-type: none"> <li>• Role models exemplary health and safety management practices</li> <li>• Understands and complies with Tai Poutini health and safety policy and procedures</li> </ul>  |

**Notes:**

The successful applicant is required to commit to abide by all Tai Poutini policies and procedures.

All of the information provided above is intended to describe the general nature and level of work being performed. This document is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by their Manager.

## IMPORTANT NOTES THAT FORM PART OF THE POSITION

### 1 Health and Safety

The Health and Safety at Work Act 2015 provides that a duty is imposed on a person under the Bill to ensure health and safety. This requires the person to eliminate risks to health and safety so far as is reasonably practicable and if it is not practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. It is the employee's responsibility to abide by this legislation, the Health and Safety policy and to complete the online Health and Safety induction immediately after commencing work.

Applicants for positions are asked to declare any relevant health related needs or issues on the application form provided to People and Culture with your application for appointment. This information is not used for short listing, but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. E.g., a hearing test for those involved in engineering workshops.

### 2 Employment Terms and Conditions

Appointments are made within the terms of the Employment Relations Act 2000 (as amended) and the terms and conditions provided either in an Individual Employment Agreement (IEA) or in terms of the TIASA Collective Employment Agreement (CEA) which also has coverage over this position. If the staff member joins the union the current TIASA CEA will automatically apply, otherwise the staff member will be on an IEA.

A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

### 3 Equal Opportunities Employer

Tai Poutini is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Māori and other underrepresented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi-faceted lives that from time to time may require flexibility from Tai Poutini to assist in meeting their other commitments.

### 4 Smokefree Policy

As an employer and learning provider of choice Tai Poutini promotes a positive, healthy working and learning environment and supports the government vision of a Smokefree Aotearoa by 2025. The Smokefree policy prohibits smoking in all buildings or parts of buildings under Tai Poutini's management, Tai Poutini vehicles and on Tai Poutini land holdings and perimeters including all car parks, green spaces and external eating areas.

### 5 Criminal conviction history checks

While Tai Poutini is a tertiary institute delivering education and catering predominantly for adult learners there remains a duty of care to the increasing numbers of younger students and those individuals or groups who may be defined as "vulnerable" by virtue of age, health, welfare or special need. With an increasing focus on youth in particular and the additional pastoral care this involves, Tai Poutini Management has determined that best practice involves all staff undergoing a criminal conviction history check. As part of the appointment process shortlisted candidates will be asked to give consent to Tai Poutini to submit a request. Offers of employment will be subject to the results of the check. A regime of checking employees has been developed.

#### Non-core worker

For NZ Police vetting purposes, this role is classified as a non-core (children's) worker because there is regular but limited contact with students who may be youth, children, elderly or vulnerable adults. This position meets the criteria for a check under the Vulnerable Children's Act 2014; as such, Tai Poutini will request a NZ Police Vet disclosing your criminal conviction history.

### 6 Records Management

All staff are expected to comply with the Records Management Policy and related Tai Poutini procedures and create records that accurately capture business activities. They are also expected to appropriately manage these records over time using line-of-business systems, approved institutional repositories, and designated physical and electronic storage and to follow authorised disposal processes.

### 7 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

The new code of practice for the pastoral care of domestic tertiary and international learners came into effect on 1 January 2022. The code sets out the expectations that tertiary education organisations and schools enrolling international students must meet for learners' safety and wellbeing.

At Tai Poutini we take a whole-of-provider approach to maintain a strategic and transparent learner wellbeing and safety system that responds to the diverse needs of our learners. This means that all employees of Tai Poutini will share in the responsibility of enacting the requirements of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

All Tai Poutini employees must therefore familiarise themselves with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

The employee will also make use of any resources provided and follow Tai Poutini process when they become aware of any concerns about learners' wellbeing and safety or behaviour and take all reasonable steps to connect learners quickly to culturally appropriate social, medical, and mental health services.