

Aro Tūranga | Position Description

Te Ako Anamata | Future Learning and Development

Assistant Director (Academic)

Māehe | March 2025

Te Tūranga | The Role

The Assistant Director (Academic) is responsible for leading blended, hybrid and online learning development from an academic perspective, in liaison with the Dean of Future Learning and Development and the Assistant Director (Growth and Operations). The Assistant Director (Academic) will identify and support the development and delivery of engaging, innovative and future-focused learning solutions across the scope of blended and fully online courses and programmes at UC. This role is essential for supporting the establishment and delivery of strategic and operational plans for learning and teaching support in the context of the 2020-30, UC strategic vision.

Ngā Uara | Our Values

We value manaakitanga, whanaungatanga and tiakitanga at Te Whare Wānanga o Waitaha and these uara (values) guide our decisions and behaviour. Our values provide a roadmap for how we do things, affirming our commitment to the oranga (health, safety and wellbeing) of our students through mana-enhancing pastoral care and support. Ngā Uara challenge and inspire us to be the best we can be. They make UC a great place to work and study.



WHANAUNGATANGA
He mana tō te tangata
We value people and their differences



TIAKITANGA
He kaitiaki tātou katoa
We will enhance and nurture our resources



MANAAKITANGA
Kia aroha ki te tangata
We extend care and empower others

Kawenga Takohanga | Key Accountabilities

People Leadership, Organisational Culture

Outcome: Leaders engage constructively through applying coaching and team cohesion frameworks to drive performance that motivates and inspires others to be their best

Key responsibilities include:

- Actively seek to understand the team, its challenges and next steps, including gathering information and data through 1:1 coaching conversations and team engagement surveys.
- Apply a Values lens to all decisions, systems, and processes, including role modelling the behaviours consistent with our values, encouraging, rewarding, and recognising staff who exemplify our values.
- Motivate the team to be customer and process improvement focused where the customer is at the heart of decisions and the design of systems and processes.
- Lead and inspire the team to co-create and reinforce a meaningful team purpose that articulates What/How/Why
- Co-create team goals that align with UC's strategic vision, values and the team purpose.
- Create role clarity through 1:1 coaching conversations and deliberate interventions with the team.
- Continuously assess the job design ensuring the work of the team is structured so members interact with each other productively, this includes eliciting and interpreting feedback, reviewing position descriptions and applying T-Shape people methodology.
- Regularly assess the capability of team members and apply interventions and capability building as appropriate.

Blended, Hybrid and Online Learning Development

Outcome: Accessible, flexible, future focused education is realised at UC.

Key responsibilities include:

- Collaborate with the Dean of Future Learning and Development, Assistant Director (Growth and Operations), academic staff and support services to support the Future Learning and Development team to develop and deliver high quality and academically appropriate blended, hybrid and online courses and programmes.
- Report outcomes from Quality Assurance Exercises to inform the strategic direction of Flexible Learning at UC.
- Use pedagogical expertise to ensure engaging and innovative research informed leadership in tertiary teaching and learning from a learner perspective.
- Lead and support the Future Learning and Development team to develop and deliver effective activities that empower staff to utilise the best possible blended and fully online strategies to create transformative learning experiences for learners.
- Lead and support the Future Learning and Development team to use UC contextual information such as student experience data to engage academics and other key stakeholders in adjusting strategies to improve the learner experience at UC.
- Keep informed of current trends in the blended, hybrid and online learning literature; and use that information to guide and inform the design and implementation of flexible learning strategies that are targeted to the UC context.
- Lead and support the Future Learning and Development team to transform the UC teaching and learning environment into education that is accessible, flexible and future focused

Collaboration and Consultation

Outcome: Effective communication with university staff, students and external agencies to ensure best pedagogical practices are being used to bolster the student and staff experience at UC in all facets of course and programme design, development and delivery.

Key responsibilities include:

- Facilitate collaboration with other managers/leads in the wider Future Learning and Development team to keep them informed of current workflow in the flexible Learning space and identify how to streamline activities across the wider team.
- Develop Academic policy, procedures and guidelines and best practice strategies within the wider Future Learning and Development team that serve the needs of all course and programme delivery modes at UC.
- Develop effective internal and external relationships which facilitate the accomplishment of mutual goals and objectives for Future Learning and Development.
- Collaborate with teams across UC that explore overall student experience and wellbeing to develop strategies that reduce barriers to learner engagement in all delivery modes, and work towards ongoing improvement in retention and completion rates.
- Assess and analyse current courses and programmes, particularly those in the online/blended space, to streamline and optimise processes in conjunction with other managers/leads in Future Learning and Development.
- Communicate effectively with Faculties across UC to seek out and promote flexible learning opportunities.
- Provide communication outlets and information sharing opportunities to disseminate success and best practice outcomes in the teaching and learning context at UC.
- Identify opportunities and lead the design and implementation of development projects focused on teaching and learning questions relevant to the UC context, ensuring cooperation and co-design with mana whenua.
- Share results of development initiatives with the wider UC community.
- Provide seminars or presentations to UC or community groups, when required

Tangata Tū, Tangata Ora | Engaged, Empowered, Making a Difference

Outcome: Te Whare Wānanga o Waitaha achieves its objective through a constructive, supportive, and collaborative culture that includes and empowers all members of the UC whānau.

Key responsibilities include:

- Actively demonstrate, exemplify, and live Ngā Uara | the university values, embedding and promoting these in interactions with colleagues, students, and stakeholders.
- Respect and embrace Te Rautaki Māori | Strategy for Māori Development and Te Tiriti o Waitangi.
- Embody UC's commitment to inclusiveness, participation, recognition, support, and sense of connection and belonging for all students and faculty.

- Positively contribute to and reinforce UC's commitment to Health, Safety and Wellbeing by reinforcing an environment that is safe and supportive for you, colleagues, students, contractors, and visitors; engage with and follow the University's documentation, in addition to Health and Safety legislation; and taking care, responsibility, and prompt action at all times.
- Contribute to the sustainability efforts of UC through the responsible use of resources and equipment.
- Maintain knowledge of UC's Risk Management Framework, including identifying critical issues and risks and ensuring that these are constructively raised and addressed.
- Participate in projects and other duties as requested to support UC's success.

Māngai Whakahaere | Reporting/Authority

Reporting Relationships

- Responsible to: DVC-Academic
- Reports to: Dean/Director Future Learning and Development
- Responsible for: 7-10 FTE

Has full supervisory/managerial responsibility, includes allocation of work, accountability for their outputs, quality etc, and review of their performance and development.

Financial – Budgetary and Expenditure Limits

In accordance with the Education and Training Act 2020, Te Kaunihera o Te Whare Wānanga o Waitaha | University Council and the Tumu Whakarae | Vice-Chancellor are able to assign powers to delegates, who are authorised to take any action or sign any document (subject to any legal requirements and/or protocols of the University) within the authority of the delegation/s they hold. For financial transactions, individual delegation limits apply depending on each employee's role and seniority.

Health and Safety – Responsibilities

In accordance with the Health and Safety at Work Act 2015 the University (Person Conducting Business or Undertaking, PCBU) has a primary duty of care and must ensure, so far as is reasonably practicable, the health and safety of workers, and others, who work for the PCBU, while they are at work in the business or undertaking. Staff in leadership and managerial roles are required to support the University in achieving these legal obligations.

Kaupeka Utu | Salary Range

This position is in Band 8.

Wheako me ngā Pūkenga | Experience and Skills

- A minimum of 10 years' experience in the tertiary teaching sector, with particular emphasis on experience involving hybrid /online delivery.
- Demonstrated experience in professional leadership, administration and management of technical or professionally qualified staff.
- Experience with strategic planning.
- Familiarity with and understanding of educational practice and principles.
- The ability to work under pressure and be adaptable to achieve deadlines within a highly dynamic project and product environment.
- Proven communication skills and clear accurate documentation.
- Well-developed interpersonal skills.
- Demonstrated presentation skills
- Proven experience in identifying issues and proposing solutions in a dynamic and unstructured environment.
- Excellent written and verbal communication skills.
- Strong attention to detail and a commitment to quality.
- A "can do" attitude.
- Quality management skills, including monitoring and evaluating service delivery.
- Ability to plan and prioritise workloads, working under pressure to meet deadlines.
- Knowledge or understanding of project management.

- Teamwork oriented and a high level of Emotional Intelligence
- Active commitment to upholding the values, tikanga (protocols and processes), kawa (rules) of cultural practice and traditions as guided by mana whenua, Ngāi Tūāhuriri, and valuing te reo Māori.
- Competency in te reo Māori me ōna tikanga is an advantage

Mātauranga | Education

- PhD (NZQA Level 10)

Whakangungu | Professional Development and Review (PD&R)

The University is committed to developing its staff. As part of this commitment a Professional Development and Review Process (PD&R) is undertaken regularly between you and your manager. This is to discuss and agree objectives and opportunities for your professional development and identify how these plans will contribute to the achievement of the University's objectives.