

## The Wintec Team

### **You and the Wintec Team**

As lead for the Wintec Midwifery Program, you'll be part of the Wintec's overall team joining in the aim to strengthen the community on many levels (ki te whakakaha i te iwi hāpori mā te ara matauranga, rangahau arā umanga whanakenga). Your qualifications and industry experience will help us provide the best education, the most modern facilities and the latest technology to students locally, nationally and worldwide.

### **Connected to the World**

You'll also help Wintec stay connected to Midwifery stakeholders and to providers of maternal and child health services across our communities so that our students can gain on-the-job experience and graduate work ready. We'll support you to enhance your own qualifications and experience, extend your skill sets and expand your industry and educational connections locally and globally.

### **Working at Wintec**

If you enjoy the challenge of new ideas, the satisfaction of a job well done and the success that comes with great teamwork, you'll love working at Wintec!

## Role Purpose

1. Effective leadership of the Midwifery team to ensure an engaged, high performing and flexible team.
2. Delivering successful student outcomes by providing leadership and management in teaching quality, research (if appropriate) and effective programme management.
3. Effective management of budgets, quality and risk within areas of responsibility.
4. Successfully building and maintaining relationships with all key stakeholders.

## Employment Details

<b>Location</b>	The role is based at the Hamilton City campus but requires travel to the various regional hubs where Wintec's Midwifery students are based
<b>Reports to</b>	Head of School/Centre Director
<b>Remuneration</b> (An indication ONLY)	\$95,900 - \$125,800 per annum
<b>Band</b>	Band 7
<b>Direct reports</b>	Academic staff
<b>Financial authority</b>	As per policy
<b>Functional relationships</b>	Academic Staff
<i>Internal</i>	Administration Staff Advisors/Consultants Dean of Faculty Department Managers Directors Heads of School/Centre Directors Team Managers/Team Leaders/Coordinators
<i>External</i>	Midwifery Council Lead Maternity Carers (LMC's) Employers and employer groups Government agencies ITOs SAWIT Students

## Accountable for Successful when

### Effective Team Management

Creates a positive environment in which staff are motivated, innovative, and contribute to effective change;

Promotes a customer service culture and secures staff commitment to the process;

Provides the team with a clear sense of direction by communicating goals, directions, and strategies for Wintec and for the school/centre regularly;

Ensures Head of School/Centre receives regular feedback on team and programme performance;

Establishes performance and/or development goals for all staff;

Effectively manages staff and team performance;

Actively seeks to improve skills and talents of staff;

Manages recruitment, selection and induction processes to ensure the development of a high performing team;

Staff understand the relationship between the programmes and the school/centre's business plan and Wintec's strategic priorities;

Objectives are clearly defined, and key goals are cascaded effectively into the team's My Plans;

Performance is monitored against goals to achieve specified outcomes;

Performance is evaluated as part of the My Plan process;

Capability development needs are identified, and the required development opportunities are provided;

Coaching, training and constructive feedback is provided to address performance concerns;

Staff are mentored in teaching delivery in a collegial and supportive way;

Expectations are established for new staff and mentoring is provided;

Wintec's requirements for new staff are completed, including ATP5, onboarding programme, school/centre induction.

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### Leadership

Ensures that the Midwifery programme is aligned with Wintec's strategic priorities and delivery meets required quality and outcomes;

Ensures effective delivery of responsibilities for cross organisational academic and related administrative activities;

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## Accountable for Successful when

Ensures responsiveness to and congruence with organisational requirements;

Ensures programme related school/centre processes are effective, efficient and responsive to student needs;

Serves as a role model and mentor for staff, demonstrating Wintec values;

Provides sound advice, encouragement, guidance and support for staff;

Continually drives to achieve high levels of performance for self and others;

Clear priorities are established, timetables and activities are scheduled, and performance is monitored against goals;

Organisational requirements are met for key activities, e.g. completions, results;

Academic and administrative student processes (e.g. complaints student forums, appeals, results etc.) are effective, timely and accurate.

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### Teaching Quality and Research

Leads the teaching team to ensure the quality of teaching meets Wintec, Te Pukenga and TEC expectations;

Models quality teaching practices when teaching;

Teaches in specific circumstance to meet school/centre needs such as teaching in specialist disciplines, relief teaching or other special circumstances;

Works collegially to enable and support students to achieve successful outcomes. Leads and develops staff to ensure teaching quality;

Supports research capacity development and outcomes across the Midwifery team;

Ensures teaching quality is monitored and feedback from students and staff is reflected in the delivery of the programme;

Ensures staff are aware of and competent in meeting student learning support/academic advisory needs;

Teaching skills are modelled and teaching technologies, subject knowledge, industry experience and supportive and inspirational behaviours are used in the teaching quality framework to ensure teaching outcomes are met;

Teaching is undertaken where required on appropriate programmes;

## Accountable for Successful when

Staff are mentored and supported in research;  
Research activities are monitored against goals;  
Research priorities are aligned with teaching requirements.

### **Allocation of Resources**

Ensures appropriate resources are available and used effectively and efficiently, including staff time, rooms, skills etc;  
Effectively manages the budget for the programme's cost centre;  
Resources (including staff) are available and allocated effectively and outcomes are monitored.

### **Building and Maintaining Relationships**

Establishes and maintains relationships with internal and external stakeholders at all levels;  
Ensures effective and supportive relationships with students;  
Relationships with employers enable opportunities for staff secondments in industry and student work placements;  
Learning requirements are monitored and support is provided where required;  
Regular feedback is requested from students and reflected in the delivery of the programmes.

### **Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually.**

Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;  
Significant hazards are eliminated, isolated and/or risk minimised;  
Staff in the area of responsibility are involved in the hazard management process;  
Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;  
Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

## Accountable for Successful when

### Wintec culture

Observes Wintec's mission, strategies, priorities and values in all activities;

Follows all Wintec policies and procedures and legislative obligations;

Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);

Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values;

Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate manner;

Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

### Other duties

Performs other duties as may be reasonably required from time to time.

## Our Values

### **Working Together**

*Mahi tahi*

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

### **Challenge and Innovation**

*Whakaaro whānui*

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

### **Customer Focus**

*Manaaki tangata*

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

### **Valuing People**

*Whakamana i te tangata*

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

### **Taking Ownership**

*Kia tika*

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

### **Improvement and Opportunity**

*Kia tupu, kia hua*

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.



**Leading change**

SHAPING FUTURES

## Competency Specification

<b>Education/training</b>	<p>Relevant tertiary qualification in subject related discipline/s;</p> <p>Position-specific industry or professional body qualification/certification;</p> <p>Current certification, license or registration applicable to the position.</p>
<b>Experience</b>	<p>Demonstrated relevant experience in the industry field or sector;</p> <p>Experience in developing and leading others generally and specifically in relation to quality teaching practices, and/or research, and teaching technologies.</p>
<b>Typical knowledge, skills and attributes</b>	<p>Leadership Ability to be innovative, to question the status quo and to adapt to changing circumstances;</p> <p>Ability to provide the team with a clear sense of direction (interpreting Wintec mission, values and strategic priorities into meaningful school/centre context and objectives);</p> <p>Highly developed coaching and feedback skills;</p> <p>Managing Ability to set clearly defined goals that link from school/centre business plans down to individual performance plans;</p> <p>Demonstrated ability to monitor performance against goals and take correct action where required;</p> <p>Knowledge, awareness and skill in a range of academic and administrative functions, including financial and HR; takes into account all different functions in managing their area of responsibility;</p> <p>Proactive and self-starting; takes actions to achieve favourable outcomes for the organisation, seeks opportunities to take action, and actively influences events;</p> <p>Delegation Demonstrated ability to delegate responsibility to appropriate staff; giving others latitude to exercise their own initiative;</p> <p>Able to exercise judgement in problem solving. Demonstrated ability to recognise problems or issues, and to take appropriate action;</p> <p>Communication Highly developed interpersonal and relationship skills;</p>

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Demonstrated ability to build and maintain productive relationships;

Demonstrated ability to work with colleagues and direct reports to resolve issues and meet agreed outcomes;

Demonstrated ability to communicate effectively with all stakeholders at all levels;

Technologies Able to use Microsoft Outlook, intranet and other communication tools confidently;

Microsoft Word, Excel and PowerPoint to intermediate level. Ability to adapt new and emerging technologies to enable and support problem-solving and innovation;

Health & Safety Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.

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