

TOI-OHOMAI

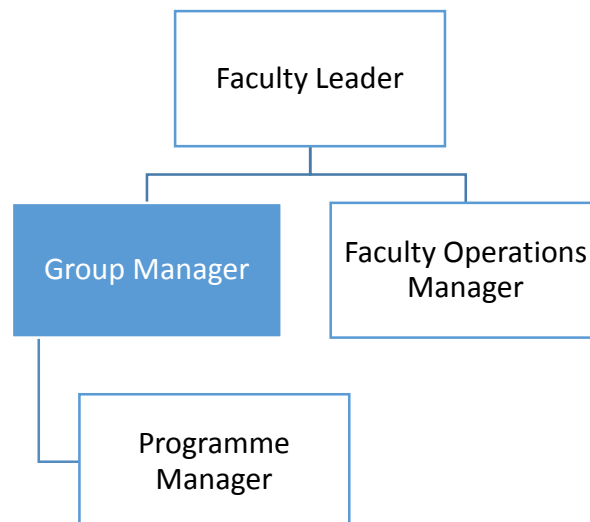
Institute of Technology

JOB DESCRIPTION

Job Title:	Group Manager
Department:	Faculty
Reports To:	Faculty Leader
Salary Range:	\$100,000 – \$115,000 (40FTE)
Job Purpose:	<p>The Group Manager is a member of the Faculty Management Team and is responsible for leading and managing the development, design and delivery of a cohesive portfolio of programmes and research activities/projects to meet the needs of the region, and for leading a team responsible for managing the resourcing and staffing required to support that delivery.</p> <p>Specifically the Group Manager will be a high performing manager who demonstrates management and team leadership capability and exemplifies the Institute's Values and Leadership Principles with excellence in people engagement and communication skills. They will:</p> <ul style="list-style-type: none">• Lead a team of Programme Managers to develop and deliver education and training programmes to meet the needs of the region;• Identify opportunities for new development that respond to identified needs and work with the Operations Officer to ensure needs analyses/business cases are prepared to support approval of development;• Ensure delivery is resourced to deliver as specified and to meet quality standards;• Ensure all institutional policies and procedures are followed;• Provide academic and operational leadership for their team;• Teach and/or research as agreed or required.
Date:	October 2017

Organisational Context:

Insert Organisational Chart



Toi Ohomai Institute of Technology Strategic Intent 2017 – 2020

Globally education is undergoing disruptive change, driven by technology; learner expectations of employment outcomes; as well as employer & government expectations of relevance and value. Delivery models have changed more in the past 10 years than in the previous 1000 years and are expected to change even more rapidly. In this context Toi Ohomai will systematically and continuously adapt to ensure that its education models and practices are relevant; that our technology, systems and processes meets future business needs; that staff capability and culture embraces change; and our physical asset base meets future learning needs, with a specific focus on improving access to education and enabling employment opportunities throughout the Bay of Plenty.

Toi Ohomai's ability to produce the best possible outcomes for our students, communities and business through seamless connectivity with our regional stakeholders, and Iwi in particular, is critical to the social, cultural, environmental and economic wellbeing of the wider Bay of Plenty region.

Toi Ohomai's Strategic Intent is to:	We will:
1. <i>have meaningful and effective partnerships</i>	<ul style="list-style-type: none"> a. Be a strategic education partner to Iwi, industry and the communities in the region. b. Recognise Iwi of the region as rights holders. c. Work collaboratively with other education providers. d. Work closely with government agencies.
2. <i>deliver tertiary education, research and technology transfer to meet the needs of the region.</i>	<ul style="list-style-type: none"> a. Ensure that we understand and meet the tertiary education needs of the region. b. Provide accessible and adaptable pathways for learners. c. Develop our discipline and research strengths to align with those of the region. d. Be active in technology transfer and applied research for industry.
3. <i>be innovative and support innovation</i>	<ul style="list-style-type: none"> a. Create an organisational culture that encourages and supports innovative practice. b. Develop activities that support new innovators and entrepreneurs in our region. c. Embrace and share new technologies and practices in education and industry. d. Build our capability and delivery of STEM subjects and courses.
4. <i>be learner-centred</i>	<ul style="list-style-type: none"> a. Offer a range of services to support student success prior to enrolment, during their study and beyond graduation. b. Tailor our educational delivery to suit the needs of the learners and to enhance their employability. c. Ensure our campuses, programmes, delivery and support mechanisms engage and support Maori and Pasifika students to achieve success. d. Create a culturally-safe environment for all learners.
5. <i>be a sustainable organisation</i>	<ul style="list-style-type: none"> a. Ensure that we are financially responsible and sustainable. b. Develop revenue streams appropriate to our core purpose. c. Maintain the highest standards of health and safety for our staff and students. d. Develop the capability of our staff to meet the future needs of the organisation. e. Minimise our negative environmental impact. f. Contribute to the social cohesion of our communities.

Resource Management:**Financial Authorities:**

Budget owner: Yes
 Delegated Financial Authority as per Toi Ohomai's
 Delegations Policy: \$2,000 general expenditure

Staff Authorities:

Number of Direct Reports: TBA
 Number of Indirect Reports: TBA
 Responsible for contract staff, and/or coaching, training of
 others: Yes
 Responsible for new employee hire: Yes

Functional Relationships:**INTERNAL**

- Faculty Leadership Team
- Programme Managers
- Teaching Staff
- Students
- Academic Development Team
- Student Support Team

EXTERNAL

- Industry Representatives
- Other training providers, universities, polytechnics, schools
- Strategic partners

High Level Competencies for Managers:

- **Mana:** Demonstrates a credible, experienced and dignified demeanour that reassures others, commands respect and conveys an image that is consistent with the organisation's vision and values. Conveys respect towards others, preserving their own dignity and mana.
- **Growth:** Enable one's self, others and the organisation to develop and improve. Empowers others to flourish through enhancing knowledge, skills and behaviours. Is open to change, is creative and supports innovation.
- **Drive:** Demonstrates determination, motivation and is committed to excellence and results. Strives for continuous improvement and high performance while balancing a concern for people and due process. Is persistent in the face of resistance or setbacks.
- **Energy:** Goes about work in an optimistic, dynamic and enthusiastic way. Is willing to take the initiative and confidently makes decisions. Does not shy away from challenges and is resilient when faced with failure, treating it as a learning experience.
- **Collaboration:** Is cooperative with individuals at all levels of the organisation and amongst related communities. Consults with others to gain their commitment and encourages involvement and accountability. Shares important or relevant information with others. Fosters a cohesive environment.
- **Biculturalism:** Demonstrates recognition of Te Tiriti o Waitangi and the partnership between Maori as tangata whenua and all other people. Develops biculturalism in and for their practice/ delivery in order to best meet the needs of our region and student population.

Key Competencies are framed by Toi Ohomai's Strategic Intent

Managers have the following overall accountabilities along with those related to their specific areas of business;

- **Strategic Direction and Investment Plan:** As part of the Management Team contribute to the delivery of Toi Ohomai's strategic intent, purpose and goals, and assist in implementing change and managing risks. Managers are expected to build partnerships, internally and externally, to support and deliver on Toi Ohomai's stated goals.
- **People Leadership:** Provide leadership to the reporting teams. Actively mentor direct reports and instil a culture of performance excellence. Promote a work environment built on encouragement, accountability, leadership, creativity and diversity.
- **Values Based Leadership:** A cornerstone of our values and culture is to give centre-place expression to our partnership with Maori as Tangata Whenua. The establishment and modelling of a culture which gives expression to Toi Ohomai's Strategic Intent and creates a competitive advantage and provides the environment for all employees to achieve outstanding performance. A culture where innovation, creativity and performance excellence are sought and rewarded.
- **Operational Leadership:** To effectively and efficiently manage all resources (including people, financial, property) to ensure outcomes are delivered on Toi Ohomai's Strategic Intent, and Investment Plan. Identify opportunities for improved competitiveness, growth, effectiveness and efficiency within the group by the introduction of new technologies, systems, processes and practices
- **Health and Safety:** Support a culture of safety, wellness and all-round health in the workplace, implement appropriate systems, processes and practices to achieve excellent Health & Safety standards and encourage reporting of incidents and regularly review risks.
- **Sustainability:** Identify opportunities and risks to ensure the sustainability of our products, services, our staff, customers and suppliers.

Key Competencies:	Expected Outcomes:
<p><i>Meaningful and effective partnerships</i></p> <ul style="list-style-type: none"> ● Enable the development of cross functional and cross disciplinary operations through working with other Group Managers and Programme Managers; ● Develop and sustain effective and meaningful stakeholder relationships with industry and enterprises; ● Manage relationships with strategic partners including iwi/hapu, schools, ITO and other TEOs to harness opportunities for growth and collaboration; ● Ensure effective systems are in place to gain stakeholder input into key decisions relating to the portfolio. 	<ul style="list-style-type: none"> ● Effective and collegial relationships are in place to support Faculty operations ● Stakeholders are actively engaged and report satisfaction with relationships with Toi Ohomai ● Partnerships are in place and effectively managed to ensure a cohesive network of provision across the region ● Programme developments are supported by stakeholders
<p><i>Delivery of tertiary education, research and technology transfer to meet the needs of the region.</i></p> <ul style="list-style-type: none"> ● Maintain an in-depth understanding of industry, community, education, technology and social trends that are likely to influence portfolio development and delivery choices; ● Lead an innovative high performing academic team to ensure academic excellence in the development, quality assurance, continuous improvement, and delivery of educational, training and research programmes ● Maintain and deliver a programme portfolio aligned to regional and industry needs and institutional targets; ● Identify potential for research, consultancy and other commercial opportunities that will enhance the educational credibility and/or financial performance of the Faculty. 	<ul style="list-style-type: none"> ● Programme portfolio show strong alignment with regional needs and priorities ● Gaps in the portfolio are identified and filled ● Teaching and research teams deliver programmes and activities to standards and meet target outcomes ● Research outputs meet planned targets

<p>Be innovative and support innovation</p> <ul style="list-style-type: none"> ● Foster an innovative and responsive learning environment that maximises opportunities for students to develop skills to achieve educational and career success; ● Champion research and evaluation processes to drive continuous improvement; ● Champion the implementation of Maturanga Maori, work integrated learning (WIL) and technology enhanced approaches and drive innovation in teaching and learning. 	<ul style="list-style-type: none"> ● Programme delivery meets institutional targets for the inclusion of Maturanga Maori, WIL and technology enhanced delivery ● Evaluative reflective practice underpins Group culture
<p>Be learner-centred</p> <ul style="list-style-type: none"> ● Position the team to effectively deliver programmes and quality assure student and stakeholder outcomes that meet Toi Ohomai strategic priorities; ● Develop, lead and maintain a strong research capability within the academic area that informs and strengthens the academic programmes; ● Teaching responsibilities as required. 	<ul style="list-style-type: none"> ● Plans are in place, reports are regularly provided to management and targets are monitored to ensure institutional targets are met ● Where reports show targets are not being met, plans are in place to support future achievement ● Teaching duties are fulfilled
<p>Be a sustainable organisation</p> <ul style="list-style-type: none"> ● Lead the team to ensure the Group's resources are effectively managed to meet or exceed expectations and KPIs including financial, human resources, education and research outcomes, employment and industry engagement and health and safety; ● Plan and budget to meet agreed goals; ● Manage the performance of staff; ● Actively participate in the Faculty Management Team contributing to the overall direction, management, compliance and risk management, and success of the Faculty and the institution more widely. ● Manage commercial delivery sites and services as required. 	<ul style="list-style-type: none"> ● Business plans and budgets are prepared, monitored and reported on to ensure resources are allocated and managed ● The performance of staff is managed ● Risks are identified and managed ● Health and Safety requirements are met ● Delivery is compliant

Note:

The above Key Performance Indicators are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process.

Person Specification:	
Qualifications	
Essential:	Desirable:
<ul style="list-style-type: none"> ● Appropriate qualification (Bachelor's degree, professional qualification or advanced trade) in a relevant discipline ● A relevant teaching qualification ● Professional body registration where required 	<ul style="list-style-type: none"> ● Postgraduate or Master's degree in a Relevant Discipline
Knowledge / Experience	
Essential:	Desirable:

<ul style="list-style-type: none"> ● Five or more years' experience in a management role in a medium organisation ● Experience in Academic Management ● Thorough understanding, knowledge and skills in the tertiary education sector 	<ul style="list-style-type: none"> ● Industry experience which has contributed to the development of skills and knowledge in a wide range business and management systems. ● Research and Consultancy experience ● Experience in Tertiary education, including programme development and delivery.
Skills and Attributes	
Essential:	Desirable:
<ul style="list-style-type: none"> ● Excellent People Engagement and the ability to establish and maintain positive working relationships with people at all levels; ● Excellent oral and written communication skills, at an interpersonal level; ● Self-motivating leader focused on achieving pre-determined, high quality outcomes; ● Advanced project management skills to ensure the achievement of potentially conflicting outcomes within budget and timeframes. ● Ability to gather information from a wide range of sources, to analyse it, think laterally, develop options and present them in a clear, convincing manner. ● Understanding and commitment to Equal Employment Opportunities and an awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi and bicultural issues in education; ● Demonstrated ability to lead and manage change. 	<ul style="list-style-type: none"> ● High level of professional and personal development goals. ● Expert knowledge and skills in tertiary education and training; ● Skills in identifying, analysing and developing new education and training programmes or programme enhancements that reflect the needs of industry or the community.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Line Manager Name

Sign

Date

Employee Name

Sign

Date