**POSITION**

**DESCRIPTION**

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| **Position:** | **Academic Staff Member** |
| **Responsible to:** | **Programme Delivery Manager** |
| **Work Unit:** | **Learning Delivery** |
| **Location:** | **Lower Hutt Campus** |

# ORGANISATIONAL CONTEXT

Open Polytechnic is a specialist provider of vocational open and distance learning. It serves learners who are seeking flexible study designed to enable them to flourish in today’s changing world of work. Its learning delivery model responds to the changing needs of learners and employers by providing a learning experience that is convenient, relevant, connected and smart. Open Polytechnic uses emerging technologies to enrich learners’ experience and enhance their success, and to design, deliver and support programmes in a way that fits an increasingly digital, always-on world.

All Open Polytechnic employees must:

* Contribute to the organisation’s strategic goals
* Commit to technology-enabled open and distance learning
* Recognise the role of Te Tiriti o Waitangi in Aotearoa/New Zealand and specifically within the context of Open Polytechnic as a crown entity.
* Be flexible and receptive to change initiatives
* Contribute to enhancing cross-functional relationships within Open Polytechnic
* Contribute to a culture of evidence based continuous improvement
* Be able to work as a member of multi-disciplinary teams and to contribute their specialised expertise to work across the organisation.

# PURPOSE

Academic Staff Members facilitate online learning at scale within designated courses using in-depth and up-to-date knowledge of education technology, courses and subject materials. They advise Academic Specialists as appropriate, establish and maintain subject related professional and vocational relationships, and for Academic Staff Members of degree level programmes, deliver agreed research outputs.

An Academic Staff Member teaching on each degree programme will be designated as a Degree Delivery Leader and be paid a special responsibilities allowance.

Academic Staff Members have a functional reporting relationship with the Professional Practice Leader: Academic Staff Members. This role supports the Academic Staff Member in their learning facilitation and teaching practice, and in their research activity.

# ORGANISATION CHART

Council

o Chief Executive o Executive Director: Learning Delivery

* Manager: Learning Delivery o Programme Delivery Manager
* **Academic Staff Members**

# KEY RELATIONSHIPS

## Internal

* Programme Delivery Managers (PDMs)
* Learning Mentors
* Student Learning Supporters
* Academic Specialists
* Learning Delivery o Co-ordinator: Administration o Learning Administrators
* Student Journey Centre and Student Advisors
* Open Polytechnic academic committees and associated staff
* Te Kura Wananga
* Academic Services o Library & Learning Centre o Quality and Academic Development (QAD) o Academic Registry.

## External

* Students
* Professional associations and relevant business, employer and industry organisations
* Corporate clients
* Other members of actual or potential research teams and networks, and of journal editorial boards, as appropriate
* Other tertiary institutions.

# ACCOUNTABILITIES & RESPONSIBILITIES

The Academic Staff Member employee is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time assigned after consultation with them. The annual performance plan and measurements will be discussed and agreed between the Academic Staff Member and manager as part of annual performance planning and development.

**1. Course Leadership**

## Accountability

* Deliver courses using interactive technology in accordance withOpen Polytechnic Ako learning and teaching strategy and agreed best practice for online learning
* Provide feedback to Programme Delivery Managers on course and programme delivery matters
* Provide feedback on course materials and assessments to appropriate Academic Specialists.

## Responsibilities

* Participate in and support strategic planning and the review of course and programme delivery
* Participate in and support activities associated with the review, revision and redevelopment of courses
* Participate in and support the preparation of documents for approval, accreditation, monitoring and evaluation purposes where appropriate
* Monitor external environment affecting courses
* Provide pedagogical advice to Learning Mentors and Student Learning Supporters as appropriate
* Support the Programme Delivery Manager in respect of any enrolment enquiries, admission and cross-credit requirements, pre and co-requisites, accelerated assessment (if applicable), and moderation of assessment tasks, and approval of results if applicable
* Assist with any complaints or other issues referred by Programme Delivery Manager, or Academic Registrar
* Provide subject matter expertise and knowledge as input to course content and assessment development as and when appropriate
* Make recommendations on course materials and assessments to Academic

Specialists

* Provide such reports and statistics as may be required by Academic Board or statutory bodies including annual programme reports
* Make recommendations to Programme Delivery Manager regarding revision and redevelopment of courses and assessment
* Assist with course and programme file maintenance to Polytechnic quality standards.

## Expected Results

* Courses delivered using interactive technology and teaching strategies that meet regulatory requirements and academic standards
* Appropriate programme input given to PDMs
* Appropriate course materials and assessment feedback given to Academic

Specialists.

**2. Facilitation of Learning**

## Accountability

* Use innovative technology and appropriate interactive teaching strategies to facilitate student learning
* Liaise with students as appropriate to support their progress.

## Responsibilities

* Work with individual students to advise on course content and provide subject matter expertise and knowledge
* Contact and interact with students during their in course-work and learning, providing prompt and positive response to student enquiries; if required, undertake this activity in contact class settings
* Select, adapt and/or prepare learning material for individual students and utilise digital technology to make this available
* Develop appropriate knowledge and competencies in systems (e.g. LMS, SMS) and tools (e.g. Business Intelligence) to maximise student engagement, success and learning outcomes
* Undertake formative assessments where appropriate
* Maintain and develop an in-depth knowledge of course and subject material and varying levels of student performance requirements
* Support the Programme Delivery Manager in the preparation and determination of course delivery scheduling
* Maintain academic delivery standards to Polytechnic academic regulation and accreditation levels
* Moderate assessments as required.

## Expected Results

* Students are provided with timely and appropriate subject matter expertise, learning, and course advice.
* Course Key Performance Measures are met, in particular course completions and student engagement.

**3. Research**

## Accountability

• Undertake research, if degree teaching, that informs the subject area in which teaching is undertaken by the Academic Staff Member.

## Responsibilities

* Develop research project proposals for approval consistent with Polytechnic policies
* Carry out research, independently or as part of a team, informing milestone progress and consulting when necessary with Professional Practice Leader: Academic Staff Members and Programme Delivery Manager
* Facilitate the integration of research results with teaching material where appropriate
* Publish and disseminate research results through appropriate channels in accordance with Polytechnic policy.

## Expected Results

• International standards of research are met, teaching is enhanced, and academic credibility at both individual Polytechnic and industry levels is increased

Note: Copyright of research is governed by the Open Polytechnic IP Policy.

**4. Stakeholder Engagement**

**Accountability**

• Develop and maintain external liaison.

## Responsibilities

* Liaise and maintain relationships with appropriate professional, business and industry associations, external advisors, research collaborators, and other individuals
* Conduct approved consultancy and contract activities with and/or for external clients where appropriate.

**Expected Results**

* Liaison is constructive and supportive of academic activity.

**5. Professional Development**

**Accountability**

• Maintain and develop professional expertise.

## Responsibilities

* Maintain and develop own professional and technical knowledge and skills
* Keep up-to-date with national and international developments in open learning and relevant academic disciplines
* Participate in work-related conferences, seminars and development activities as agreed with Programme Delivery Manager and Professional Practice Leader: Academic Staff Members
* Ensure iQualify competencies are up to date
* Build appropriate professional networks and external relationships;
* Contribute to the development of Open Polytechnic policy/management papers where applicable to area of expertise.

## Expected Results

• Professional expertise is developed and used to contribute to the achievement of both student and Open Polytechnic academic objectives.

**6. Organisation Contribution**

## Accountability

* Contribute to the organisational culture of Open Polytechnic
* Contribute positively to the performance and profile of Learning Delivery and the Open Polytechnic
* Champion health and safety in the workplace
* Participate in Open Polytechnic team projects and processes.

## Responsibilities

* Understand the work of colleagues and contribute to team results through cooperative and collegial processes
* Contribute to Open Polytechnic academic committees and work groups;
* Participate in Learning Delivery staff meetings
* Maintain effective communication and working relationships within Learning Delivery and other relevant Polytechnic staff
* Maintain quality and minimise risk, by working within the quality systems for the team, and by managing risk in own work area.
* Commit to the Equal Employment Opportunity principles and their practice.
* Maintain knowledge of Health & Safety procedures, and actively support safe work practices in the work area; take all practicable steps to ensure you don’t harm yourself or anyone else; and comply with H&S procedures, in particular reporting all incidents and proactively identifying hazards.

## Expected Results

* Contribution to Polytechnic working groups is constructive and supportive of academic activity
* Health and Safety procedures are followed in own area of work, and hazards reported appropriately as necessary
* Quality issues are identified and raised with the Programme Delivery Manager • Positive commitment shown to Equal Education Opportunity principles
* Positive commitment shown to principles of the Treaty of Waitangi.

# AUTHORITIES OF POSITION

**Financial**

Nil

**Human Resources**

Nil

**Policy**

Nil

# PERSON SPECIFICATION

## Qualifications and Experience

* Relevant qualification in the appropriate discipline OR appropriate trade or professional qualification; an Academic Staff Member is required to hold a qualification at least one level higher on the NZ Qualifications Framework than the level at which they teach. In some circumstances, they may be engaged in a programme of study that leads to the required qualification.
* Research degree and/or research active status (for degree teaching ASMs)
* Education or teaching qualification, preferably in open distant flexible learning (ODFL)
* Practical (industry) experience in the appropriate discipline.

## Knowledge, Skills and Attributes

* Teaching or tutoring skills with abilities to specify learning requirements and to present them in a wide variety of contexts
* Ability to facilitate online learning at scale using digital technologies
* Demonstrated research skills and aptitudes for Academic Staff Members teaching on degree programmes
* Current industry connections and networks
* Proven consultancy or academic research experience
* Excellent interpersonal and oral communication skills, both face-to-face and in telephone contact
* Excellent written communication skills, particularly a high standard of written English;
* Ability to facilitate excellent digital learning outcomes
* Willingness to learn and apply new technologies in the design and delivery of distance education
* Well-developed planning and organisational skills with the ability to work autonomously and to manage workflow pressures
* Ability to effectively develop and implement priorities, meet deadlines and maintain accuracy and flexibility under pressure
* Demonstrated contribution to the relevant profession or discipline
* Confidence and competence in dealing with a wide range of people including academic staff, students and professional organisations
* Commitment to working as part of a team, with an ability to work with peers in a collegial, constructive manner and develop good working relationships with external contacts
* An understanding of the Treaty of Waitangi as it relates to the education sector
* Client focus with a professional commitment to providing high quality teaching service to students
* Initiative, discretion, sound judgement and diplomacy
* Commitment to personal and professional development
* Ability to anticipate, adapt to, manage and promote change
* Versatility, with a positive problem-solving approach
* Commitment to the principles of equal employment opportunities, with sensitivity to issues of equity and proven concern for cultural, social and educational needs.

# ACCEPTANCE

**I AGREE** with the duties and responsibilities of the position as reflected in this Position Description. I understand and accept the ED: Learning Delivery may review and amend the duties in this position description from time to time after consultation with me.

Signature of Position Holder: …………………………………………… Date: ………………

Signature of Manager: ………………………………………………………… Date: ……………



