

POSITION DESCRIPTION

DCE Operations and Academic Delivery

Our Vision

New Zealand's most employable international graduates.

Our Mission

Build capability for a global workforce.

Our Values

Empower: Enabling transforming, enjoying, sharing, inspiring, motivating and building capability and ownership

Embrace: Embracing challenge, change, difference, and diversity

Connect: We connect to stay informed relevant and influential

Integrity: Transparency, honesty, sincerity, consistency, reliability, equity, showing respect and being ethical

Excellence: An outstanding feature, standard or quality of being extremely good or the best

REPORTS TO

CEO – International Division

DIRECT REPORTS

Up to 6 Direct Reports

KEY RELATIONSHIPS

Internal

Future Skills

- Executive and Senior Management team

Auckland International Campus (AIC)

- Senior Managers

Otago Polytechnic (OP)

- Executive and Senior Management team
- Heads of Relevant Schools

External

Relevant Government Departments and Agencies, especially:

- Tertiary Education Commission
- NZ Qualifications Authority (NZQA)
- Immigration NZ
- Education NZ

Auckland employers, businesses, community, and ethnic groups

Auckland City Council and local authorities

Other educational institutions in NZ and offshore.

PURPOSE AND SCOPE OF THE POSITION

Auckland International Campus (AIC) provides quality education for international students of both Otago Polytechnic and Future Skills. The DCE Operations and Academic Delivery is responsible for the successful leadership and management of AIC operations, by contributing to, and executing, the strategic direction set by the CEO. They are accountable for the academic delivery, educational quality, learner success, support services and the sustainable management of campus resources.

Success in this role would result in AIC being a sound operation that achieves learner success and employment rates for our students in the upper 10% of the tertiary education sector and would result in a motivated and effective team.

Success in this role will result in:

1. AIC operates in a manner that is consistent with its strategic direction and values.

2. AIC has the reputation and credibility as a provider of high quality vocational and tertiary education that is relevant to students, employers, and the community.
3. AIC's graduates are employable.
4. Business plan growth-targets are accommodated.
5. Strategic partnerships are developed with key stakeholders that assist AIC in achieving its objectives.

KEY ACCOUNTABILITIES

1. Educational Leadership

AIC is positioned as a provider known for its educational innovation and excellence in learning and teaching.

Expected Outcomes

- High quality, leading edge, accessible and relevant programmes are offered, that meet international needs.
- On-going advances in educational technologies in educational delivery activities are embraced.
- AIC is research active and provides leadership in applied research/knowledge transfer activity, where required.
- Strong levels of student success are achieved, in AIC's educational programmes and graduate outcomes.
- Innovation and the pursuit of educational, service, and managerial excellence is championed at all levels.
- AIC values are embedded in all programmes and international operations.

2. Strategic Planning

Expected Outcomes

- In consultation with the Chief Executive – International and Executive Leadership Team (ELT) formulate the overall strategic goals and objectives.
- Work with the different departments, to break down strategic priorities into measurable objectives and priority actions for departments.
- Ensure effective planning and allocation of resources to support strategic priorities.
- Identify operational and strategic risks and integrate mitigation measures into planning processes to ensure sustainability.
- Integrate stakeholder inputs (government agencies, partners, private sector) into planning and decision-making processes where required.

3. Learner Success and Educational Performance

Expected Outcomes

- Learner engagement is regularly monitored, and retention strategies implemented.
- Key educational performance, including course completions are regularly monitored and corrective measures are implemented to ensure set educational performance targets are met.
- Learner success strategies and projects are managed, planned, and executed effectively and efficiently, on-time and on budget.
- Learner success data is regularly collected and analysed to inform improvements of learner success and strategies.

4. Facilities and Resources

Expected Outcomes

- A positive learner-centric environment supportive of a quality educational experience, with high staff and student engagement is delivered.
- All operations are efficiently planned and resourced to meet strategic objectives.
- Facilities and resources are maintained to support delivery of operations.
- Campus operations are managed to contribute to excellent learner and staff experience.
- Delivery resources are planned, acquired, allocated, reviewed and maintained in a cost-effective and timely manner to support operations.
- Contribute to development of budgets and ensure that agreed budgets are adhered to and financial outcomes are delivered.

5. Te Tiriti o Waitangi

AIC upholds the principles of Te Tiriti o Waitangi.

Expected Outcomes

- AIC upholds the principles of Te Tiriti o Waitangi.
- AIC's commitment to upholding the principles of Te Tiriti o Waitangi is championed.
- Positive engagement with hapū and iwi is supported, to consult and to consider all perspectives, and have meaningful representation from Māori.
- Action plans are developed and implemented which will improve Māori learner outcomes.
- Decisions that affect Māori are tika (right) and follow kawa (protocol).
- Our staff are developed to be biculturally competent.

6. Change Leadership

AIC is at the forefront of the international education sector.

Expected Outcomes

- Priorities for change are identified and strategies initiated, to meet AIC's changing environment.
- AIC is agile, future-focused, and able to thrive in a changing environment.
- A climate is fostered that encourages innovative approaches to implementing AIC's strategy.
- Leadership is developed at all levels within AIC, and succession plans are in place.

7. Organisational Resilience

AIC is sustainable and viable.

Expected Outcomes

- Excellence is championed in all aspects of AIC's operations.
- All growth and other targets identified in AIC's business plans are achieved.
- Regular reporting is provided to the CEO on progress against plans, risks, issues and achievements.
- High quality reports and proposals for development are produced and submitted to the ELT.
- Robust risk management and mitigation processes are put in place and are effectively deployed.
- Best practice management and fiscal management systems and processes are deployed.
- AIC's resources are appropriately allocated to deliver the agreed strategies on a sustainable basis.

8. General

- a) Live AIC values;
- b) Achieve targets as agreed in the Performance & Development Plan.
- c) Be an active researcher and learner and challenge the status quo;
- d) Keep yourself well informed on the organisation's vision and strategic goals;
- e) Maintain and exceed AIC's quality standards;
- f) Be a responsible and effective team player;
- g) Participate in AIC's events, including meetings, functions, campus processes, project teams.
- h) Ensure all practicable steps are taken to ensure own safety and the safety of others in the workplace, on or off campus, and always comply with all Health and Safety legislation, guidelines and policies.
- i) Support AIC's obligations under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

These role accountabilities should not be considered a complete and exhaustive list and may evolve with business developments, and there may be other duties, relevant to your area of work, that will be required to be performed from time to time.

PERSON SPECIFICATION

The successful applicant will have:

Qualifications

- Relevant tertiary qualification

Experience and Knowledge

- A demonstrable record of successful leadership of functions within relevant businesses or ventures within Higher Education ideally the private sector
- Experience of developing and implementing strategic planning leading to successful teams
- Experience of driving and reporting on the performance of projects/objectives
- Experience of managing complex internal and external stakeholder relationships
- Significant experience of leading large professional teams
- Knowledge, respect and application of Māori cultural values and customs (Tikanga).
- Experience of reporting at Board level.

Skills and Attributes

- Strategic thinker with Vision – “Big Picture” and “Future Focused”
- Leads teams of people by example, provides clear expectations and direction
- Is action oriented and proactive in ensuring deadlines are met and objectives are achieved
- Has tenacity in pursuing goals, and ensures personal goals are aligned with the company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the Institution contributing to formulating goals with the Board.
- Good commercial acumen
- Makes insightful, timely decisions
- Ability to work within the AIC policies and procedures and promote a harmonious working environment.
- Excellent communication skills (written & verbal)