



Te Aho a Māui

JOB DESCRIPTION

Position Title:	Tutor - Agribusiness
Job Purpose:	To develop and deliver subjects in the Diploma in Agribusiness Management programme.
Nature of Position:	Fixed-term part-time time appointment
Grade:	Academic Staff Member
Appointment Salary Range:	\$ 63,435.00– \$67,729.00 gross full-time per annum pro rata for 0.25 of full time role
Conditions of Service:	EIT Academic Staff Collective Employment Agreement or EIT Academic Staff Individual Employment Agreement
Location:	Gisborne
Responsible to:	Assistant Head of School Primary Industries
Key Functional Relationships:	Faculty Dean Head of School Faculty Administration Manager Programme Coordinator Marketing and Student Support Staff Other Faculty Staff Students
Other Functional Relationships:	Industry, Education and Community Organisations Faculty Academic Committee Advisory Committee Secondary Schools Other Tertiary Institutions Professional Bodies NZQA Advisory Groups Other EIT staff
Achievement Areas:	Curriculum Development Student Learning Student Well-being Assessment and Evaluation Personal/Professional Development Communication and Team Building Staff Achievement Planning School Service Standards and Support Marketing Resource Management General

KEY TASKS

CURRICULUM DEVELOPMENT

- Prepare and update appropriate curriculum for all courses in line with Academic Board requirements.
- Participate in the development of course materials.
- Participate in the ongoing development of new courses.

STUDENT LEARNING

- Provide clearly defined learning objectives and learning outcomes.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.
- Effectively facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning.
- Provide relevant practical learning experiences.
- Maintain professional standards of practice and act as a role model.
- Be committed to and have an understanding of 21st Century learning and teaching strategies. This includes blended/flexible delivery modes and the role of educational technologies in delivering and facilitating learning and teaching.

STUDENT WELL-BEING

- Assist students as required.
- Facilitate support and liaise with student support services.

ASSESSMENT AND EVALUATION

- Undertake effective, valid and reliable evaluation of students and courses.
- Assess performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes in line with academic regulations.
- Undertake internal and external moderation of assessment.
- Maintain full and accurate student records.

PERSONAL/PROFESSIONAL DEVELOPMENT

- Keep up to date with social, professional and technical developments relevant to teaching topics through community and/or industry contact, reading and where possible attend appropriate courses / conferences.
- Participate in relevant professional groups.
- Undertake annual performance appraisal process.
- Review own job description annually with Head of School.
- Negotiate own training and development plan with Head of School arising out of formative appraisal process.

COMMUNICATION AND TEAM BUILDING

- Meet regularly with the teaching team within the School.
- Meet regularly with the programme coordinator.
- Attend institute, faculty, school meetings and relevant advisory meetings.
- Liaise with relevant individuals and groups in the community.
- Maintain professional liaison with Marketing staff, International section and student support staff.
- Develop and maintain professional networks.
- Develop positive and constructive working relationships with colleagues across all campuses.

STAFF ACHIEVEMENT

- Assist with orientation of new staff as required.
- Provide support and assistance to less experienced colleagues.

PLANNING

- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes.
- Monitor own progress against plans and targets.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.

SCHOOL SERVICE STANDARDS AND SUPPORT

- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate and research to the standards set in faculty policies and the institute's quality management system.
- Assist Head of School to ensure all courses meet Academic Board requirements.

MARKETING

- Assist in the promotion and marketing of the faculty courses and programmes and EIT.
- Identify new course developments and markets in consultation with programme coordinator, Assistant Head of School and marketing section.
- Assist with other promotional and marketing activities as appropriate.

RESOURCE MANAGEMENT

- Assist programme coordinator and Head of School to prepare for negotiation of annual budget.
- Ensure resources are fully and appropriately utilised.
- Assist in ensuring resources for the programme are managed to budget.

GENERAL

- Maintain and operate Institute administration policies and procedures as appropriate.
- Undertake other activities as required by the Head of School.
- Provide a safe work environment through compliance with the Institute's Health and Safety policy and procedures.

Person Specification

Position: Primary Industry Lecturer

KNOWLEDGE AND EXPERIENCE

- Recent experience in the agribusiness industry/practice **essential**.
- Specific knowledge in the horticulture and agriculture sector **preferred**.
- Teaching experience at tertiary level **highly desired**.
- Knowledge of curriculum development, preferably in the field of agriculture and horticulture **highly desirable**.
- Experience in developing and/or delivering learning and teaching for a range of delivery modes, including face-to-face and online **highly desirable**.
- Experience of using educational technologies in learning and teaching practice. This may include, but is not limited to, learning management systems (e.g. Moodle/Blackboard), web conferencing & online facilitation tools (e.g. Adobe Connect, Wimba) and content authoring tools (e.g. Captivate, Camtasia, Articulate) **highly desirable**.

SKILLS

- Knowledge and understanding of the application of a range of teaching techniques highly desired.
- Ability to design and implement appropriate curricula.
- Well developed oral, written, interpersonal and leadership skills **essential**.
- Proven ability to plan and meet deadlines **essential**.
- Good organisational and administrative skills **essential**.
- Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students.

SPECIAL APTITUDES

- An ability to demonstrate to students the link between theoretical and practical aspects of agriculture and horticulture.
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to health and safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, i.e. industry/students.
- Empathy with and appreciation of Maori language and culture.

PERSONAL ATTRIBUTES

- High degree of professional judgment and integrity.
- Friendly and approachable manner.
- Flexible and responsible.

QUALIFICATIONS

- Relevant tertiary qualification **essential**.
- Tertiary teaching qualification preferred.