Job Description

Position:	Academic Portfolio Manager - Nursing
Date:	February 2024
Reports to:	Executive Dean - Faculty of Health, Social Services and Applied Sciences

Te Tirohanga Whakamua; Our Vision:

To be the skills engine driving the economic and social development of the Central North Island.

Nga Whāinga; Our Goals:

- Partnerships that make a difference
- An Institution for the 21st Century
- All our people are equipped for the new world
- Global outreach and globalisation.

Nga Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa whakaaro
- Agility – Kia kakamā.

Purpose of the Position

This position leads and manages a team of academic and technical staff teaching across all regions for one or more programmes within the Portfolio, and is responsible for ensuring a high standard of teaching and learning, including high quality learning resources, for students. The Academic Portfolio Manager is responsible for providing leadership in developing a strong and viable Portfolio of programmes which focuses on enhancing student outcomes and experiences and profiles UCOL's reputations with industry, employers and regional communities.

This position leads and implements Portfolio development and leads initiatives relating to the achievement of all Key Performance Indicators (KPI's) and Educational Performance Indicators (EPI's).

The post holder is responsible for working collaboratively with other academic leaders across UCOL, to ensure the quality assurance and continuous improvement of programmes delivered to meet the needs of students, UCOL, employers, iwi and New Zealand Qualifications Framework (NZQF) standards. Overseeing the financial and business performance of the programmes they are accountable for that ensures the viability of all programmes is a key function of the role.

The Academic Portfolio Manager is a member of the academic leadership team and contributes to the development and implementation of strategies, innovations and solutions to create a high quality, sustainable and relevant programme offering at UCOL.

Financial Delegation
$2,500.00, as per UCOL delegations.

Responsible for
- Academic staff
- Technicians (as applicable).

Internal Relationships
- Academic leaders (incl. Executive Deans, Operations Manager and other Academic Portfolio Managers), across UCOL
- Clinical Manager and team (as applicable)
- Te Mana Tauira
- Curriculum and Academic Services team
- Student Enrolment / Administration Support
- Other service support staff across UCOL.

External Relationships
- Students
- Students' whānau
- Regulatory authorities
- Industry and community organisations
- Employers.

Key Result Areas

Key Performance Indicator 1 – Programme Leadership
Provide effective leadership and management for the allocated portfolio of programmes (i.e. Bachelor of Nursing Years 2 and 3 and Competency Assessment for Registered Nurses Level 7). Work alongside peers across Te Pūkenga / UCOL, where course delivery is common, to ensure academic quality and sustainability of programmes, that meet the needs of internal and external stakeholders.

What will I be doing?	How will I know I am doing it well?
Provide strong leadership and direction for academic staff responsible for teaching on the programme/s within the portfolio.	Academic staff know what is required and expected of them to contribute to the success of the programme/s.
Lead the delivery of programmes aligned to UCOLs strategic direction and in particular UCOLs Teaching & Learning Strategies	That key initiatives (e.g. the Blended delivery Intentions) are supported and successfully implemented
Actively work to identify and implement strategies and innovations that improve both the academic and financial performance of the programme/s, within regulatory settings.	Improvements in the areas of resource management (including staffing), programme and teaching quality, and delivery are made that positively impact student outcomes and programme reputation.
Ensure programmes meet quality requirements e.g. assessment and moderation and are well planned, managed and compliant.	Programmes are compliant with quality requirements and reporting to Academic Committee and relevant subcommittees are completed.
Facilitate regular teaching team review of progress of current delivery together identifying & resolving challenges & issues in real time.	Teaching in the programmes meets students' needs in terms of relevance, comprehensiveness and timeliness. Students receive quality feedback and

Ensure the quality of teaching is of a high standard and meets students' learning needs. Actively promote & support Mātauranga Māori in the curriculum & approaches to teaching & learning.	support. Positive student learning outcomes are created. Actions identified by Te Atakura Coaches & their teachers are implemented & monitored for effectiveness. Issues in current delivery are identified early & resolved constructively and promptly.
Ensure students are provided with a quality learning environment and supported to achieve their goals.	Students choose UCOL as their preferred learning provider; they achieve their academic goals.
Provide continuous high level review of the programmes offered to ensure they are up-to-date, viable from a financial perspective, and meet stakeholder needs.	Programmes continually evolve to ensure they are relevant, sustainable and meet stakeholder needs.
In collaboration with the Executive Dean, review, set and manage programme related budgets.	Budgets are realistic, represent value for money, and well managed.
Monitor, analyse and report on key metrics relating to the programmes (e.g. staffing levels, enrolments, completion, student evaluations, etc.)	Key performance metrics are visible and inform decision making.
Ensure effective utilisation of UCOL workload planning tools and resources, ensuring best use of staffing resources, while maintaining quality service delivery.	UCOL's workload guidelines are used often and effectively to support programme delivery and staff management, on at least a yearly basis. Employees are well supported in their ability to achieve teaching service delivery outcomes.
Manage and develop the Portfolio's programmes dynamically. Ensuring programmes have currency and anticipate likely short and medium-term changes within the wider environment that they pertain to.	Programmes within the Portfolio are expanded and managed in a way which draws from many different channels and encompasses innovative educational delivery systems.

Key Performance Indicator 2 - Management and Staff Development

Provide effective management of programme staff and contractors. Ensure the team is resourced and knowledgeable to undertake their duties and succeed in their roles.

What will I be doing?	How will I know I am doing it well?
Manage and improve the performance and efficiency of staff.	Staff are showing, through statistics and performance based reviews, improvement and constant learning.
Provide regular feedback to team members to assist their personal professional practice and development.	Feedback and coaching is clear, professional, timely, and communicated in a way that is appropriate to the individual. Records of facilitation/feedback are noted & kept.
Facilitate the professional development of staff, and promote the need for them to maintain technical industry relevancy.	The Academic Portfolio Manager ensures staff are made available (where reasonably practicable) to undertake relevant professional development and attend relevant industry training or technical refreshers.
With each team member, identify their development requirements, strengths, experience, and aspirations; and use available UCOL systems & resources to meet	Staff feel supported and able to approach the Academic Portfolio Manager for coaching and mentoring.

development & improvement goals. Facilitate team members' development through coaching, & advice on establishing career mentorship	Staff capability lifts through the coaching and mentoring, and the developmental opportunities provided by the Academic Portfolio Manager.
Provide regular, effective feedback to the team, regarding individual and team performance.	Feedback is clear, professional, timely, and communicated in a way that is appropriate to the audience at all times. Performance issues are dealt with in a timely manner.
Ensure each team member has an annual set of key performance indicators (KPIs) to achieve as set out in the performance and development appraisal system. Provide regular feedback on performance. Each staff member has a development plan.	Staff know what is expected of them, how they are performing and in which areas they need to develop in. A development plan is in place to aid in their growth. The plan and progress in its completion is reviewed regularly.
Manage staff throughout the entire employee lifecycle, from recruitment and induction through to employee exits. Making yourself familiar with the various policies, procedures and systems that support the employee lifecycle.	Staff feel supported in their role here at UCOL, both professionally and personally. All UCOL HR related policies and procedures are adhered to.
Foster a culture where staff embody UCOL values and behaviours.	Values and behaviours are modelled by the Academic Portfolio Manager. Feedback is provided in a timely manner.
Support and implement the completion of all team processes, procedures, and projects.	Team processes are accurate and timely at all times. Tasks and projects are tracked for completion and staff are managed to ensure no outstanding issues, processes, or timeframes are missed.
Ensure the team are aware of their health and safety obligations and report any incidents, near misses, and hazards in Vault.	Staff are actively engaged in health and safety and understand their duties of due diligence under the Health and Safety at Work Act 2015.
Undertake project work as and when required.	Project work is completed in a timely manner and is accurate, effective, and communicated with the relevant stakeholders.

Key Performance Indicator 3 – Student Management and Engagement

Ensure students receive support they require and any issues or problems are managed effectively and in a way that maximises outcomes for students and UCOL as much as possible.

What will I be doing?	How will I know I am doing it well?
Liaise with Te Mana Tauira and other internal student-facing functions to ensure student needs and expectations are fulfilled in a timely and constructive manner.	The best possible outcomes are achieved for students and UCOL.
Monitor and review attendance and participation by students across the portfolio.	Any issues with attendance and participation are identified and managed.
Work to understand the needs and expectations of students in the programmes and consider how delivery can be improved	Alignment is achieved between student needs and delivery, and student engagement and outcomes are improved.

to meet these, while continuing to meet approval and accreditation requirements.	
Work with teaching staff to build positive student relationships.	Relationships between students and teaching staff are positive.
Work with the Executive Dean and teaching staff as appropriate to effectively manage student issues including student conduct, appeals and complaints.	Student issues are managed effectively.

Key Performance Indicator 4 – External relationships

Represent UCOL and promote UCOL programmes and capability with relevant external groups.

What will I be doing?	How will I know I am doing it well?
Promote UCOL programmes by liaising with relevant industry, education and community groups.	Positive connections are made with external groups, and UCOL's capabilities are showcased. UCOL's reputation is enhanced.
Build external industry relationships to promote UCOL's identity and create opportunities to engage with industry and promote the programme/s.	Industry knows what we do, and is keen to partner with us for joint goals.

Key Performance Indicator 5 - Research

As appropriate ensure capability and capacity is developed within the programme team for the production of quality research outcomes.

What will I be doing?	How will I know I am doing it well?
Work with staff to develop a research plan and support and hold them accountable for achieving this.	Staff teaching at degree level are active researchers producing good quality research outputs.
Ensure the programme maintains the eligibility requirements to participate in the Performance based Research Fund process.	Eligibility to participate in PBRF process is maintained.
Contributing to UCOLs research (if appropriate)	Be able to continue to do research (if appropriate)

Key Performance Indicator 6 – Financial delegation

Ensure prudent and timely financial management of any budgets within delegation.

What will I be doing?	How will I know I am doing it well?
Accept responsibility for the management of the budget.	All necessary actions required to manage the budget are undertaken by you in the course of your role.
Strive to achieve the income budget.	Strive to achieve the income budget at all times. Where necessary adjust expenditure to maintain contribution levels where the income budget is unlikely to be achieved.
Ensure expenditure is kept within the expenditure budget.	Expenditure is kept within the expenditure budget at all times. Any variances are discussed with the Chief Financial Officer, or the Chief Financial Officer's delegate.
Manage revenue and expenditure in a fiscally responsible way.	Ensure, wherever possible, UCOL's revenue is maximised and UCOL's costs are kept to a minimum to maintain viability.

Ensure forecasting is undertaken to reflect expenditure over the year.	Provide a monthly forecast of EFTS (where applicable), Income & Expenditure to Year End, striving at all times to meet UCOL's 'forecast to actual' accuracy target of 95%.
Ensure the current month's expenditure is kept within forecast.	Monthly expenditure is kept within forecast at all times and any exceptions to this in relation to the timing of expenditure only, have been approved by the Chief Financial Officer.
Provide explanations for any material variances.	Explanations are provided on a monthly basis for material variances between: a. Actual and forecast results for the month; b. Actual and budget results for the Year to Date; c. Forecast and budget results for the Year End; d. Current Year End forecast and previous month Year End forecast.
Ensure all proposed staff appointments (replacement or new) have been provided in the budget.	There are "no surprises" that could have been foreseen during budget planning and where an appointment has not been provided in the budget, a strong rationale is submitted to the Chief Executive for why the appointment should proceed, and no appointment is made without the explicit approval of the Chief Executive.
Follow and comply with UCOL's Financial Policies as published on UCOL's intranet.	UCOL's Financial Policies are familiar and adhered to at all times.
Appropriately manage any financial delegations of staff.	Where other staff are involved in the budget process, ensure any delegations are appropriate to the individual and their role, the delegation is documented and the delegate is aware of this budget acceptance statement, and UCOL's Financial Policies and Procedures.

Key Performance Indicator 7 – Health and Safety

As an Academic Portfolio Manager, under the Health & Safety at Work Act 2015, you are deemed to be a "Worker" and are responsible for the practical implementation of the systems and processes established to protect your health, safety and wellbeing while not endangering others. As an employee of UCOL, employees must ensure that they comply with UCOL's Health and Safety Policies, Procedures, and any Standard Operating Procedures along with any relevant Legislation or Industry Standards, which apply to the delivery of their tasks or are required by their Faculty or Department.

What will I be doing?	How will I know I am doing it well?
Have knowledge, understanding and comply with UCOL's Health & Safety Policies, Procedures and Standards, and relevant legislation.	Knowledge is up to date at all times. Incumbent has knowledge of the legislative requirements relevant to their activities.
Promote Health & Safety awareness amongst staff, students and contractors within your School/Department and encourage the active participation in Health and Safety of all employees within your School/Department. Support and participate in Health and Safety committees and forums.	Staff, students and contractors are aware that UCOL requires and has a positive Health and Safety culture. The incumbent is seen to be leading by example in all matters relating to health, safety and wellbeing. Effective communication processes for Health and Safety information, including channels for consultation are established, encouraged and used. Instructions are given where required. Employees actively participate in Health and Safety at work and contribute to a positive culture.

Undertake appropriate Health and Safety hazard and risk assessments and develop control measures to reduce the risks to employees and other persons.	All tasks and operations shall be risk assessed and have control plans in place to mitigate and manage those identified. Arrangements are made for the provision of suitable vehicles, plants, equipment, and protective clothing, and plans established for their maintenance and replacement where necessary.
Establish effective supervision of work activities to ensure safe methods of work and systems are maintained at all times.	The Health & Safety performance of the workforce is monitored in their area against agreed Health & Safety goals/objectives. Staff understand their duties of due diligence under the Health and Safety at Work Act 2015.
Undertake their work safely and do not participate in activities that may place others in danger or risk.	Nothing that the incumbent does or doesn't do results in others being put in danger or risk or harmed.
Ensure appropriate processes for monitoring and auditing Health and Safety at UCOL and verify these.	Effective monitoring and auditing of Health and Safety for all Faculty/Group activities and risks is undertaken.
Ensure appropriate resourcing for Health and Safety, including training of staff and students.	UCOL has appropriate resources and processes to eliminate or minimise those risks within each Faculty/Group. Health & Safety competencies for all employees are ensured and assessed after providing adequate training. Specialist services are consulted where necessary and that due account is taken of any advice or guidance received.
Report Health and Safety incidents and near misses.	Health & Safety incidents and near misses are reported into Vault as soon as reasonably practicable.
Confirm, so far as is reasonability practicable, that any contractors employed in their area of responsibility are competent and operate to UCOL's Health & Safety Standards.	Contractors operate in a healthy and safe way at all times for work being undertaken on behalf of UCOL.
Support and help implement Return to Work Programmes for any of your employees.	Employees are returned to work in a sensible, healthy and safe way.

Ngā Mātua Pūkenga; Core Competencies

Tangata Tiriti – how we embrace culture.

- **Engagement** - establish and maintain effective professional relationships focused on the learning and wellbeing of our ākonga, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of the Te Tiriti ō Waitangi / Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL. Lead and support the ongoing implementation of Te Atakura through collaboration with the Te Atakura team and relevant internal and external stakeholders and Iwi partners.

Professional behaviours – how we behave at work.

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/ Zero Harm Attitude
- Self-Insight

- High Emotional Intelligence
- Shows initiative
- Ethics and integrity
- Personal responsibility

Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus

- Digital competence / IT literacy
- Information
- Communication
- Innovative
- Safety
- Problem-solving

Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Building relationships

- Strategic agility
- Values diversity
- Collaboration
- Keeps student focus

Leadership – Operational Management Competencies

- **Talent Development** – recruits/selects highly effective staff and values diversity. Creates/supports opportunities for staff to grow in their roles (talent growth) / towards career goals (succession planning). Contributes to retention of the most talented/ valued employees and manages out staff who do not meet UCOL expectations.

- **Drives results** – focuses on results and how they are achieved. Adjusts plans and makes decisions to achieve intended outcomes even when data is limited or solutions produce unpleasant consequences. Demonstrates tenacity, perseveres through challenges to reach goals. Supports team to persevere. Supports team in using student and staff performance data to drive improved teaching and learning.

- **Resilience** – deals effectively with pressure, remains optimistic & persistent even under adversity. Recovers quickly from setbacks.

- **Accountability** – takes responsibility for the decisions and actions of the team.

- **Creativity & innovation** – develops new insights in situations. Questions conventional approaches. Encourages new ideas & innovations. Designs and implements new or cutting edge programmes/ processes.

- **Cultural competence** – is operating at the high end of UCOL's Cultural Competency framework He Kākano Rua.

- **Financial decisions** – prepares, justifies and administers programme budget. Adheres to all internal control procedures designed to prevent misuse of funds. Ensures all financial data id properly calculated and reported. Seeks ways to reduce costs.

Qualifications and/or Skills

Essential:

- Current Practicing Certificate as a Registered Nurse New Zealand
- A relevant tertiary qualification - Masters in Health and Management related disciplines or working towards a Masters.
- 3-5 years strong leadership and applied management skills
- Demonstrated expertise in academic planning, 3-5 years
- Previous education experience.

Desirable:

- Adult teaching qualification or equivalent
- Experience working in a tertiary environment
- Experience working with academic staff in a vocational learning environment
- Experience in a multi-cultural environment
- Experience in dealing with students from various backgrounds
- Experience with education management information systems.

Specialist Knowledge and Skills

- A very good understanding of academic quality frameworks and processes.
- Knowledge of educational technology or proven ability to acquire such knowledge
- Strong influencing and facilitation skills
- Well-developed writing skills
- For degree programmes, understanding of and participation in research activities.

Personal Characteristics/Attributes

- Willingness to be a role model for UCOL values
- Demonstrated leadership and facilitation skills
- Ability to work under pressure and maintain standards
- Ability to adjust priorities
- Demonstrated ability to meet deadlines and multi-task
- Excellent communication skills with broad cross section of people
- Highly developed customer service skills
- Excellent organisational and planning skills
- Ability and willingness to learn and share information
- Ability to work in are diverse team.

Other Requirements

- Must have a full driver's licence
- Pre-employment Criminal Convictions Check
- Clean from the influences of drugs and alcohol in the workplace at all times.

We aim for a "can-do!" attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, as we adapt to change and keep striving to deliver all that we can for our students.