



### National Co-coordinator

### Metro Bachelor of Engineering Technology Operations Group

**Position:** Full-time, Limited Tenure  
**Contract:** Individual Agreement

## INTRODUCTION

The Metro Group includes the following New Zealand Institutes of Technology and Polytechnics (ITPs):

- Christchurch Polytechnic Institute of Technology (CPIT)
- Manukau Institute of Technology (MIT)
- Otago Polytechnic
- Unitec
- Waikato Institute of Technology (Wintec)
- Wellington Institute of Technology (WelTec)

These are the largest ITPs from the metropolitan areas of New Zealand with a collective enrolment of 105,331 students or 27,726 full-time equivalent students in 2008. They have reputations as leading providers of high quality applied, vocational and professional qualifications; and are increasingly educating for advanced levels of skill (Refer Appendix 1, Part 2: *Metro Group Statement of Purpose*). As members of the ITP sector they have some common features as follows:

Each is required to respond to government's strategic direction as outlined in the Tertiary Education Strategy 2007 – 2012 incorporating Statement of Tertiary Education Priorities 2008 – 2010 (TES/STEP). They are required to develop an Investment Plan in consultation with and to meet the needs of stakeholders in their region - students, employers and communities on a regional and national basis. Investment Plans are developed in discussion with the TEC, and enable each Metro Group member to have a well developed sense of its own regional contribution.

Each member also operates its own Quality Management System (QMS). These are separate frameworks of systems and procedures assuring academic quality for programmes delivered, and satisfying Institutes of Technology and Polytechnics Quality (ITPQ) requirements for Quality Assured status. A BEngTech Programme quality system is implemented to ensure quality, equivalency and consistency of delivery of the BEngTech programme.

The Metro Group have combined to promote the following public policies and joint programmes to more efficiently and effectively provide world class educational programmes for New Zealand and international students. These include:

➤ Better Linkages between ITPs and Industry

Business and New Zealanders generally want a more technologically advanced economy producing sophisticated goods and services for the world. This requires better linkages between the Institutes of Technology and the business sector. Research, development and technology transfer is a key goal of the Metro Group, in partnership with employers in a range of sectors.

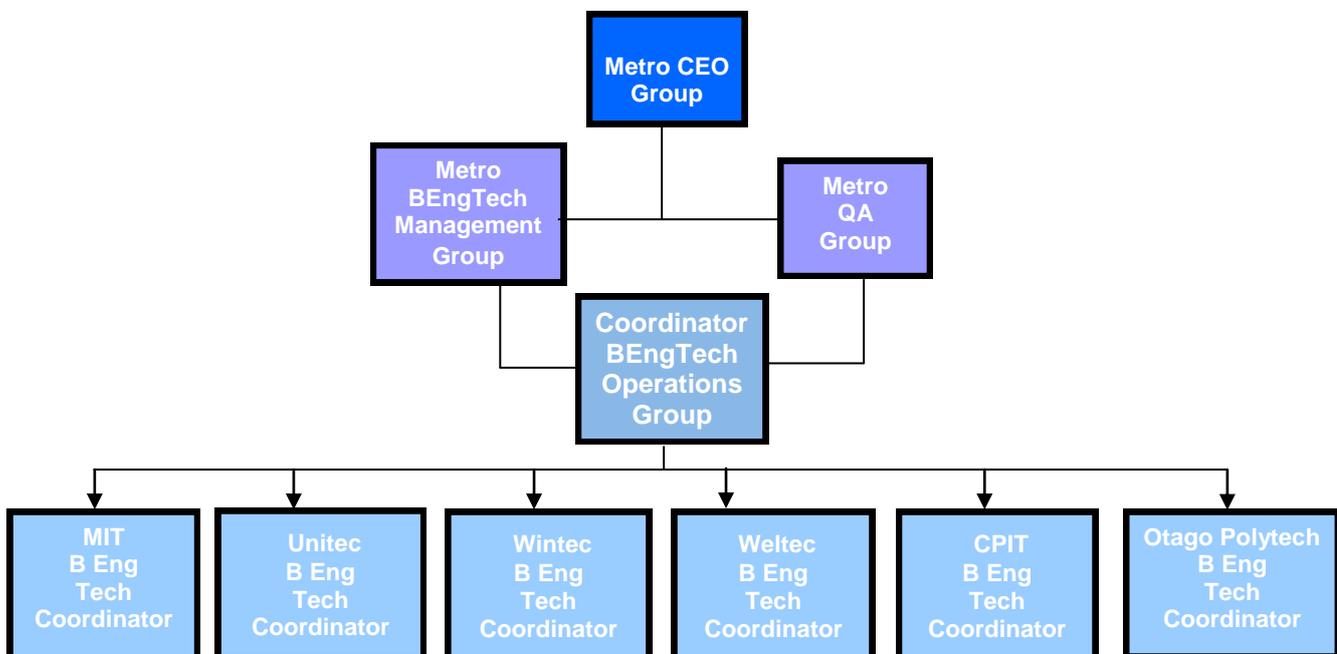
➤ Policies Promoting Economic Performance

The Metro Group aims to promote public policies that are consistent with agreed national goals including a faster growing economy that can materially raise living standards and thereby improve the New Zealand GDP per capita ranking amongst OECD countries.

➤ Rationalisation in the ITP Sector

Given New Zealand's small population base, there will need to be greater specialisation amongst the Institutes of Technology and Polytechnics, and greater official recognition that rationalisation and focus in the sector are required. The Metro Group plays an active role in this process while also recognising that core education and training will need to be accessible to all students. The Metro Group works together in areas such as engineering qualifications that meet the needs of business and industry. This involves a high level of cooperation around these academic programmes and the use of high-speed internet technology to share teaching resources.

### ORGANISATION STRUCTURE



## **PRIME FUNCTION/PURPOSE OF THE JOB**

The Coordinator - Operations is a position responsible for the coordination and monitoring of the Bachelor of Engineering Technology (BEngTech) Operations Group processes and other duties as assigned by the Metro BEngTech Management Group.

- To be pro- active in leading the team of Metro ITP BEngTech co-ordinators.
- To develop and lead an effective system of accountability for the national consistency of the Metro BEngTech degree
- To undertake the on-going administration, planning and national co-ordination of the Metro BEngTech.
- To manage a budget within the constraints of the Metro Group budget processes.
- To be responsible, with the Metro Management Team, for the co-ordination of delivery of quality education programmes in the Metro BEngTech degree.
- To provide and manage within well defined and articulated accountability guidelines.
- The oversight of the design and development of any common resources designated as approved by the Metro management group.
- The oversight of development and/ or changes to courses that have nation-wide applications.
- Ensuring that the necessary approvals and accreditation from the New Zealand Qualifications Authority, the Institutes of Technology and Polytechnics Quality (ITPQ) and Institute of Professional Engineers (IPENZ) are maintained. Including oversight and coordination of the national moderation and monitoring systems to comply with ITPQ and IPENZ requirements
- To establish/maintain links with relevant national professional and industrial groups for advice and support.
- To contribute to and comply with the development of policies, strategic goals and educational directions of the Metro Group BEngTech.
- To ensure procedures and processes reflect the requirements of legislation and the Metro Group's Memorandum of Understanding and the Metro Management Group directives.
- To take into account and support the wider interests of the Metro Group in any decision making; and
- To work with the Metro Management Group in the building of a strong identity for the Metro Group as a national leader in the delivery of quality programmes.

The incumbent will work co-operatively and collaboratively with individual Metro ITP managers and designated staff to achieve the Metro Group's objectives and vision.

## **PROFESSIONAL PROFILE**

The Co-coordinator – Metro BEngTech Operations Group (MBOG) must be someone who can capture the confidence of professional and industry groups and the engineering staff of a number of ITPs. The role combines academic and engineering leadership and as such, the successful applicant will be able to provide evidence of significant management ability in a engineering setting and/or an educational setting.

Specifically, the successful applicant will have the qualifications and experience to coordinate the Metro BEngTech Operations Group which will ideally include:

## **Experience, Skills and Knowledge:**

- Being an experienced leader who is able to engage other (internal ITP) leaders and inspire them to develop a shared on-going commitment to providing a nationally coherent degree programme
- The skills to contribute to and implement the strategies, plans and actions of the MMG that will ensure that the vision of the Metro BEngTech is translated into reality.
- Being an effective advocate for the Metro BEngTech and the initiatives that will advance the achievement of the Metro BEngTech vision.
- Collaboration and networking; searching for ways to explore the synergies across the Metro Group to meet external market needs building a national profile.
- Comprehensive capabilities in and knowledge of at least one discipline in Engineering and of the Engineering sector, and can articulate the training needs, education and skills required for the whole engineering sector.
- Planning, leading and managing change processes
- Has the ability to both lead and contribute to the development of new initiatives
- A high level of organisational and financial skills.
- A demonstrated awareness of equity, cultural and bicultural issues and a commitment to biculturalism and the ability to translate these into action.
- Excellent communication skills including the ability to negotiate
- Has professionalism, flexibility and a willingness to learn
- Is credible and self-confident
- Has well developed written, oral and interpersonal communication skills.
- Can develop, monitor and take appropriate action to manage trends
- Skilled in the use of Microsoft Office with emphasis on Word and Excel.
- Excellent time manager and problem solver
- Excellent ability to prioritise
- Has good self-control and has appropriate expectations of self and others
- Demonstrates initiative, flexibility and assertiveness
- 'Can-do' attitude while working within constraints
- Works cooperatively and collaboratively with others
- Being comfortable leading the development of curriculum and resources. (Confidence has been gained through prior development and teaching experience).

## **RESPONSIBLE TO**

**Reports to:** The Metro Management Group (MMG) - Bachelor Engineering Technology

## **DELEGATED AUTHORITY**

**Financial:** As delegated by the Metro CEO Group

## **KEY TASKS**

### **Primary areas of focus during the term of the contract**

#### **1. Programme Co-ordination**

- 1.1 Assist the BEngTech Metro Management Group (MMG) to develop and build the Metro BEngTech Operations Group (MBOG) into a productive and well-informed team.

- 1.2 Co-ordinate the development of distance delivery capability across the Metro Group members.
- 1.3 Ensure regular and open flow of information to and from the MBOG by way of meetings and teleconferences.
- 1.4 Ensure equitable and appropriate allocation of responsibilities and workloads for staff in line with agreed BEngTech Metro Management Group (MMG) and Metro Group policies.
- 1.5 Communicate procedures within MBOG, to ensure conflicts and concerns are able to surface and be handled equitably, and in a manner consistent with the Metro Groups procedures.
- 1.6 Coordinate Metro BEngTech Operations Group activities within the designated budget
- 1.7 With the MMG design an appropriate organisational structure for the development and on-going maintenance of national accreditation, monitoring and moderation processes .

## **2. Financial Co-ordination**

- 2.1 Plan and prioritise budget allocation.
- 2.2 Authorise expenditure within budget and delegated limit.
- 2.3 Monitor expenditure and income against budget and report to the MMG.

## **3. Academic Co-ordination**

- 3.1 Assist the Metro BEngTech Operations Group to work through, and obtain distance accreditation from ITPQ and IPENZ for appropriate courses and programmes.
- 3.2 Promote scholarship and research to support all programmes.
- 3.3 Coordinate and lead any changes in development in curriculum as designated by the MMG..

## **4 Marketing/Public Relations/Liaison**

- 4.1 Ensure that all Metro BEngTech information is available to meet deadlines for nation-wide initiatives.
- 4.2 Identify and create publicity opportunities in conjunction with the MMG.
- 4.3 Identify, review and monitor industry trends and ascertain new/updated national needs for the Metro BEngTech Management Group that are compatible with the Metro MOU and marketing plan.
- 4.4 Develop and organise, in conjunction with the MMG surveys to determine satisfaction with resources developed and plan a three year cycle of resource renewal to need current industry directions and new technologies.

### **Notes:**

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **BEngTech Metro Management Group**.

## **APPLICATION DETAILS**

Applications for appointment must be marked:

**Position Title:** Co-coordinator Metro Bachelor of Engineering Technology  
**Operations Group**

**Applications Close**  
**Wednesday 10 March 2010**

*The standard application form provides the Metro Institutes with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including curriculum vitae and particular references to the job description and personal profile are welcomed. The Metro Group reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*