

# ROLE DESCRIPTION



*He kura te tangata*

<b>Position title</b>	<b>Tutor, Faculty of Law</b>
<b>Primary work unit</b>	Faculty of Law
<b>Responsible to</b>	Faculty Operations Manager, Faculty of Law
<b>Responsible for</b>	No direct reports
<b>Position status</b>	Fixed Term, part-time
<b>Hours of work</b>	Part time, as per contract
<b>Salary</b>	\$21.65 / \$24.98 per hour
<b>Our vision</b>	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
<b>Our mission and purpose</b>	Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
<b>Our values</b>	Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

## **Te Herenga Waka —Victoria University of Wellington**

**Te Herenga Waka - Victoria University of Wellington** is New Zealand's globally ranked capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. The University values the expertise of its staff in supporting and enabling teaching, research and engagement activities.

Victoria University of Wellington is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan. Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to <http://www.wgtn.ac.nz>

### Position purpose

To prepare, deliver and facilitate specific tutorial classes that support the course material. Individual course content requires differing duties for each course's tutorials. Tutorials are small-group discussions that are facilitated and guided by the tutor. They are not mini-lectures.

### Position location

The Tutor role is located within the Faculty of Law.

Te Herenga Waka – Victoria University of Wellington's Faculty of Law/Te Kura Tātai Ture was established in 1907. Its location in the historic Old Government Buildings places it at the nexus of the capital city's legal decision-making district. Parliament, the courts and Executive Government are all within a five-minute walk.

The Faculty has close links with Wellington's legal profession through its adjunct lectureships, alumni events and public programmes.

The Law School offers LLB, LLB Honours, LLM, MInTr and PhD degrees in Law.

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### Key responsibilities

- Preparing and delivering specific tutorial material at scheduled times.
- Recording student attendance.
- Conducting student consultation as scheduled during specified office hours.
- Revision support for students as required, prior to mid trimester test and end of trimester exams.
- Attending meetings as required with the Course Coordinator and/or lecturers.
- Effective and timely marking of tutorial assignments and/or essays, including feedback to students.
- Timely submission of marks according to the specified process.
- Attending tutor training organised by the Centre for Academic Development (new tutors only).
- Other duties as required by the Course Coordinator or Course Administrator.

### Outcome

- Tutorial content is delivered on time and to a high standard.
- All marking is completed in accordance with Faculty guidelines and within specified timeframes.
- Student satisfaction with the courses is reflected in course evaluations.

### Additional Responsibilities for Head Tutors

In addition to the responsibilities of other tutors, the Head Tutor's role involves:

- Co-ordinating the equitable allocation of tutorials for the course in which they are appointed Head Tutor in consultation with Tutors and the Course Coordinator, and liaising with the School regarding tutorial room bookings.
- Advertising tutorial times and locations to students via Blackboard. Collating tutorial attendance lists provided by the Course Administrator and, as required, after the student tutorial registration period has closed, add those students who have missed the registration period on myAllocator.
- In co-operation with the Course Administrator, keeping a record of all changes to tutorials lists, and keeping attendance records.
- Co-ordinating any revision tutorials at the end of the course, as required by the Course Coordinator.
- Organising any required contact hours in tutors' office.
- Liaising with staff, students and fellow tutors as necessary.
- Arranging tutor evaluations with the Course Administrator for the penultimate week of tutoring.
- Organising sick leave cover for any tutor who is unable to teach their tutorials.

### Additional responsibilities for Māori and Pasifika (MPI) Tutors

In addition to the responsibilities of mainstream tutors, the MPI Tutor's role involves:

- Liaising with Course Coordinators about the required specific course content and direction of MPI tutorials and any relevant student matters.
- Ensuring the use of an appropriate tutoring style in order to achieve MPI objectives and uphold MPI values
- Incorporating MPI-based practices as appropriate in MPI tutorials.
- Engaging with the MPI Tutorial Coordinator, and other MPI Tutors as required relating to the direction and development of the overall MPI tutorial programme and MPI tutor skill and knowledge base.
- Meeting with MPI tutors and MPI Tutorial Coordinator in a group hui at least once a trimester.
- Attending at least one wānanga on running MPI tutorials.
- Discussing MPI cultural and pedagogical matters individually with MPI Tutor Coordinator as required.

### Key relationships

Law tutors report directly to the Faculty Operations Manager, Faculty of Law.

Law tutors will develop and maintain excellent working relationships with students and academic and professional staff in the Faculty of Law.

### Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays a professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures

**Selection criteria – essential**

- Have at least completed their 200-level LAWS subjects by the end of 2021.
  - Have a solid academic record.
  - Good interpersonal skills and demonstrated ability to work with students and staff from a diverse range of backgrounds.
  - Demonstrate confidence, empathy and desire to help students get to grips with their legal study.
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**Delegations**

There are no delegated authorities for this position.

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