

# Role Description



## *He kura te tangata*

|                                |   |
|--------------------------------|---|
| <b>Position title</b>          | Kaituruki   Tutor, Duty Tutor – Fixed Term  |
| <b>Primary work unit</b>       | Te Kura Tapuhi Hauora   School of Nursing, Midwifery, and Health Practice   |
| <b>Responsible to</b>          | Manutaki   Director   |
| <b>Responsible for</b>         | No direct reports   |
| <b>Position status</b>         | Part-time, Fixed-Term (5 months or 10 months)   |
| <b>Hours of work</b>           | TBC, as required  |
| <b>Salary</b>                  | TBC, based on experience  |
| <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. |

### **Victoria – our university**

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

Victoria is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, iwi, community groups and many other external stakeholders. All professional staff are expected to uphold the reputation of Victoria through the way they undertake their work.

Victoria is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to Victoria's Strategic Plan.

*Mā te rautaki tātou e koke whakamua*  
(via the strategy we strive to move forward together)

For further information about Victoria go to [www.victoria.ac.nz](http://www.victoria.ac.nz) and [Welcome to Victoria](#).

## Position purpose

The role of a Kaituruki, Tutor, is to provide teaching, tutorials, student engagement, and student and administrative support for designated courses and programmes, at both undergraduate and postgraduate levels within the School.

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## Position location

The Kaituruki, Tutor, is located within the Te Kura Tapuhi Hauora in the Te Wāhanga Tātai Hauora, the Faculty of Health. We are located in Wellington at Wellington Regional Hospital in New Zealand, Aotearoa. We have strong links to Te Wāhanga Tātai Hauora in the university and staff lead research locally, nationally and globally. As the School is based in the capital city we also influence health service development and delivery.

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## Key responsibilities

### Course Delivery and Administration

Key responsibilities:

- Providing teaching support (including simulation) for designated courses;
- Assisting with dual-delivery learning and distance classes;
- Assisting with revising existing Tutorial material as necessary;
- Preparing and delivering Tutorials, web materials and distance education classes for designated courses;
- Providing Tutor and student consultation and support;
- Using social media in an innovative and appropriate manner to assist with Tutor and Tutorial organisation;
- Assisting relevant teaching staff and course administrators to support course assessment processes (assignments, tests, practical assessments and exams), including:
  - Overseeing assignment processing including Grade Centre (Blackboard LMS)
  - Assisting with final grade calculation and submission
  - Assisting with assessment reconsiderations
  - Assisting with course moderation
  - Assisting with revising assessment materials
  - In consultation with Course Coordinators and working as a team with Course Administrators, approving of extensions/waivers for tests, assignments and Tutorials, within defined criteria and with appropriate record keeping
  - Assisting with marking assessments to the required VUW standards and within agreed timeframes
- Maintaining course-related online presence for designated courses, e.g. Blackboard.
- Assisting with organising and attending events such as programme orientations, Open Day, and programme and Tutor functions
- Assisting with the data collection and filing of appropriate records for programme accreditations and external reviews
- Providing a client focused approach to current and prospective students ensuring that they are responded to in a professional and responsive manner and that all opportunities to enhance the student experience are given. This includes monitoring and following up on non-engaged students.

### General School Administration

- Assisting with school requests for technology support;
- Assisting with event management in the School including seminars, conferences, marketing, workshops and special events;
- Effectively managing completion of project work within required timeframes, as delegated;
- Working with administrators on general programme administration;

- Providing any other assistance as and when required by the School Manager or School Director.

### Outcome

The School, its staff, programmes and activities are well supported through a holistic approach to the operation of the School in all aspects, including a welcoming and professional frontline service.

### **Key relationships**

The Kaituruki, Tutor, will develop and maintain excellent working relationships with Te Kura Tapuhi Hauora staff, Te Wāhanga Tātai Hauora and VUW staff, students, stakeholders and the public, as required to perform effectively in the position.

### **Competencies**

| <b>Competency</b>      | <b>Demonstrated by</b>  |
|------------------------|---|
| 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  |
| Analysis and judgement | Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action  |
| Relationship building  | Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures   |

### **Selection criteria – essential**

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- Engaged in ongoing Postgraduate Study, Masters or Professional Doctorate/PhD in the respective subject area;
- Commitment to student learning using principles of adult learning;
- Commitment to addressing inequity and supporting diversity amongst students and in the clinical setting;
- Excellent communication skills;
- Competent with computer software such as word, excel and powerpoint.
- Well organised and reliable;
- Ability to work as a team member that includes academics & professional staff;
- Willingness to follow school processes a must;
- All applicants must be eligible to work in NZ and hold a relevant work visa

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### **Selection criteria – desirable**

- Experience in clinical education of graduate or undergraduate midwives
- Registered Nurse with the Nursing Council of New Zealand with current practicing certificate (Nursing)
- Hold current membership in professional organisation

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### **Delegations**

There are no delegated authorities for this position.

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