



Waikato Institute for Leisure and Sport Studies Trust Board Position Description for Tertiary Programmes Manager

Employer:	Waikato Institute for Leisure and Sport Studies Trust Board
Trading as:	Waikato Institute for Leadership & Sport Studies (WILSS)
Position:	Tertiary Programmes Manager
Responsible To:	General Manager
Full Time/Part Time:	Full time - Permanent
Hours of Work:	Ordinary hours of work will be: Working from the WILSS Hamilton office 8:30am to 5:00pm Monday to Fridays (40 hours per week). At times, the Tertiary Programmes Manager will be expected to work outside these hours, and flexibility is required.
Conditions of Employment:	The terms and conditions of employment will be set out the Individual Employment Agreement.

Position Purpose:

- Plan, promote, co-ordinate, and ensure effective deliver of WILSS tertiary programmes.
- Build and maintain stakeholder networks to promote and develop the tertiary programmes.
- Research and initiate new tertiary programmes.

Strategic Activity	Deliverables
Managing and promoting the tertiary programmes.	• Maintain and evolve current tertiary programmes and resources, including but not limited to New Zealand Certificates at level 3 and 4; and Unit Standard and Skill Standard resources into schools. • Market tertiary programmes to potential organisations and learners. • Actively follow up on any enquiries about our tertiary programmes. • Deliver the NZ Certificate in Business (First Line Management) - Level 4 and the New Zealand Certificate in Leadership – Level 4. • Verify Unit Standard and Skill Standard assessments for schools that have purchased our resources but do not have consent to assess. • Engage and support contracted facilitators to deliver the tertiary programmes when needed. • Perform systematic self-assessment of the tertiary programmes. • When requested, supply all relevant data to the General Manager so that TEC can effectively carry out their audit. • Ensure compliance with all regulatory bodies, including but not limited to TEC, NZQA, and ISBs. • Draft the TEC Mix of Provision for approval by the General Manager. • Ensure student enrolment numbers match the TEC Mix of Provision for funded students each year. • Lead the NZQA self-assessment process • Lead the NZQA assessment and moderation process. • Lead the NZQA programme monitoring process. • Lead the programme approval process.
Managing and supporting students from enquiry to graduation.	• Recruiting students onto all tertiary programmes. • Monitoring the enrolment process. • Monitoring and reacting to student attendance and results on an ongoing basis. • Supporting students in accordance with NZQA's <i>Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</i>.
Work with industry and community organisations to enhance and develop the provision of training.	• Fostering effective networks and productive partnerships with sector groups and stakeholders. • Liaise and consult with Māori and Pacifica community groups to understand and action appropriate education and training needs. • Promote services and products to current stakeholders. • Working with the General Manager on the institute's strategic plans and implementation in relation to the tertiary programmes.
Explore and expand opportunities to grow the business on a regional and national level.	• Target new industry and community organisations to develop partnerships. • Develop new programmes and resources based on needs identified in the community.