

COMPETENCIES	KEY TASKS
<p><b>Leadership &amp; Management</b></p> <p>We are looking for a conscientious, capable, empowering and high-responsibility leader who thrives in a collaborative context.</p>	<p>Lead the Centre for Learning team (CFL), comprising Library, Student Support and Student Services, and support CFL managers in implementing strategic priorities and supporting their teams.</p> <p>Provide consistent and appropriate supervision of direct reports, and nurture their ongoing professional development and management capabilities.</p> <p>Work with College leadership to develop and implement strategic and business plans.</p> <p>Participate in and/or facilitate College committees and reference groups related to the College's academic life, including the National Academic Committee. Grow and strengthen partnerships with other institutions.</p>
<p><b>Education Regulatory Framework</b></p> <p>We are looking for someone who thrives on the challenge of working with complex rules and targets, and who enjoys working to understand and improve policies and processes to better achieve targets.</p>	<p>Work with College leadership to ensure that internal and external requirements for accreditation, quality management and funding are met.</p> <p>Develop and maintain institutional knowledge of Laidlaw's compliance environment and foster innovation and efficiency.</p> <p>Build and maintain key relationships with government stakeholders, including NZQA, MOE and TEC. Monitor the educational sectors that affect the College.</p> <p>Ensure that the College's regulatory requirements are met, including the preparation of TEC Investment Plans and SDRs and NZQA applications.</p> <p>Build and maintain key relationships with relevant sector stakeholders, including CTMES and QTI.</p>
<p><b>Academic Services &amp; Quality Assurance</b></p> <p>We are looking for someone who is motivated to improve excellence across an educational institution.</p>	<p>Oversee the annual review and publication of the Academic Calendar, including policies and procedures, student information and QMS documents. Oversee the planning and communication of the College's academic year/lifecycle.</p> <p>Work with the Academic Dean, School Heads and Administrators to support the development of new and existing programmes, including programme reviews, improvement initiatives and non-accredited programmes. Ensure Laidlaw's quality assurance framework is adhered to and regularly reviewed for enhancements including accuracy and efficiency.</p> <p>Monitor student achievement to ensure Educational Performance Indicators (EPIs) and other academic targets are met.</p> <p>Work to continuously improve student experience throughout the student lifecycle from enquiries and admissions through to graduation.</p> <p>Support the Student Support team to ensure academic success, with particular attention to Māori, Pasifika students, students with disabilities, and other priority learners who experience barriers to academic achievement.</p>

COMPETENCIES	KEY TASKS
<p><b>Systems &amp; Analysis</b></p> <p>We are looking for a highly capable administrative leader who loves managing and improving complex systems.</p>	<p>Develop, implement and improve administrative and educational processes and systems.</p> <p>Ensure the effective and efficient use of the Student and Learning Management Systems and Office365 suite of applications.</p> <p>Oversee the Student Services team and work with Schools to ensure that systems support admissions processes, reporting requirements, programme developments and academic success.</p> <p>Keep staff informed of changes to systems and compliance requirements.</p> <p>Provide ongoing and up to date analysis of data and outcomes in order to support quality management and strategic priorities.</p>