

POSITION DESCRIPTION

HEAD OF COUNSELLING

1.0 FTE

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Statement of Faith

Models a faith to others that is personally vibrant, Christ-centred, evangelical and deeply shaped by the Scriptures and demonstrates commitment to the doctrinal statement of the College and its evangelical heritage, including willingness to sign the Laidlaw College statement of faith.

Location

Auckland or Christchurch, with regular travel between campuses required.

Key Relationships

The roles which directly impact this position are:

Responsible to: National Principal/CEO

Direct Reports: Counselling Academic Teaching Staff
Practicum Manager
Practicum & Groups Coordinator

Key Relationships:

Academic Dean
Chief Operating Officer
Academic Quality Director
Programme Delivery Lead
Schools Administration Coordinator
Other Academic Heads

Role Purpose

The Head of Counselling role exists to ensure the flourishing of the counselling degree programme at Laidlaw College. To this end, they lead the team and activities of the school, championing the College and its Counselling programme to stakeholders. This role involves being a member of the Laidlaw College Senior Leadership Team and is designed to be performed in conjunction with the role of Counselling Lecturer.

In addition to the responsibilities in this Job Description, the Head of Counselling will carry out all reasonable work-related requests made by their Supervisor and undertake any tasks that are within their capabilities. The Head of Counselling will show commitment to Laidlaw College's Health and Safety policy and participate in creating a safe and healthy working environment.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Leadership of the School and its Activities	<p>Oversee the development and overall theological, intellectual and academic coherence of the team and the programme as delivered in on-campus, blended and distance learning modes.</p> <p>Work with the College's Academic leadership in the development and continual improvement of the programme.</p> <p>Plan the needs of the programme to ensure resourcing meets development and growth opportunities.</p> <p>Foster and facilitate a Christ-centred culture, vibrant intellectual life, interdisciplinary ethos and community of scholarship within the team.</p> <p>Work with the College's Academic leadership to recruit and motivate a Christ-centred, world-class team of scholars and teachers.</p>
College Responsibilities	<p>Ensure teamwork, collegiality and collaboration throughout the Counselling team.</p> <p>Ensure that the Counselling team engages well with the ethos, strategy, processes and systems of the College.</p> <p>Engage wholeheartedly in the communal life of the College.</p>
Engagement with the Wider Community	<p>Wisely represent and promote Laidlaw as a College of Christ-centred Counsellor Education in the Christian and wider community.</p> <p>Strengthen relationships of trust and service with counselling bodies, churches and other organisations.</p> <p>Active involvement in a local Christian church and in Christian initiatives in the wider global community.</p> <p>Model leadership and engagement of theological reflection and educational leadership in community.</p>
Finance & Administration	<p>Work with the Practicum Manager, Practicum and Groups Coordinator, Programme Delivery and Finance teams to ensure effective overall administration and budget management of the School.</p>

ACCOUNTABILITIES	KEY TASKS
Teaching	<p>Undertake research-led teaching in the various delivery modes used by the College.</p> <p>Contribute to the development, planning, revision and implementation of a high-quality, Christian curriculum.</p> <p>Where applicable, supervise the research activities of postgraduate students.</p> <p>Undertake continuing personal professional development in the area of teaching and learning.</p>
Research	<p>Read actively at a scholarly level both within the core field of expertise and wider.</p> <p>Present research and act as a discussant at academic conferences.</p> <p>Publish papers or other scholarly works in peer-reviewed academic sources or similar, and for popular publications.</p> <p>Engage with the broader scholarly and professional communities, contributing to the wider research and professional environments and demonstrating evidence of peer esteem.</p> <p>Initiate and contribute to proposals generating research funding.</p>

Qualifications, Skills & Experience

QUALIFICATIONS/SKILLS/EXPERIENCE	DETAILS
Preferred educational qualifications/Experience	<p>Doctoral or Masters qualification in relevant field</p> <p>Counselling / psychology registration with New Zealand association/body or international equivalent</p> <p>Experience in tertiary teaching and administration</p> <p>Established scholar with respected publications</p>
Skills and Attributes	<p>High personal awareness and relational competence</p> <p>Inspirational leader with ability to motivate and manage a diverse team</p> <p>Effective communicator</p> <p>Demonstrated commitment to the development of community</p> <p>Active involvement in a local Christian church and in Christian initiatives in the wider community</p> <p>Demonstrated understanding and appreciation of the teaching focus of the College as a tertiary Christian leadership training environment</p>

Competencies

Active faith

Models a faith to others that is personally vibrant, Christ-centred, evangelical and deeply shaped by the Scriptures. Demonstrates commitment to the doctrinal Statement of Faith of the College and to its evangelical heritage, and thoughtful and articulate in integrating faith and life.

Character

Exhibits high standards of Christian character. Operates with integrity and grace.

Leadership

Is a wise academic leader who models dedication, enthusiasm, excellence and authenticity and can manage difficult situations. Leads collaboratively and by example. Able to inspire, manage and develop others.

Strategic Thinking

Takes a strategic and big picture view of the School, its operating environments and his/her role and responsibilities. Works to foster enthusiasm for, and contribution to, strategic directions and operational changes, in line with the overall College and academic vision. Considers the implications of decisions and actions on the wider mission of the College.

Cultural intelligence

Respects and engages confidently with women and men, people of all ethnicities and cultures, believers of differing theological and ecclesiastical affiliations, those of other faiths, and people who do not profess faith. Honours the bi-cultural commitments of the Treaty of Waitangi, and is strong in relating to Pasifika communities.

Performance Management

Instils a performance culture by managing positively, actively and regularly. Recognises high performers, giving positive feedback and appropriately manages and improves or exits average or poor performers.

Discernment and Analysis

Takes a critical view of all information, probing, evaluating, challenging and exposing any potential issues. Does not accept things at face value but questions even at senior levels.

Relationship Building and Partnership Development

Creates partnerships with people and interacts confidently employing astute interpersonal skills and building trust and respect. Engages confidently with a wide variety of stakeholders, and able to represent Laidlaw's ethos and commitments well.

Verbal Communication

Communicates complex verbal concepts and information effectively and professionally with a tone, format and style well matched to the target audience. Handles face-to-face and public occasions involving complex, confidential and delicate information with skill and integrity.

Written Communication

Writes well, and communicates professionally through email and other written means, tailoring communication style to the target audience.

Integrity and trustworthiness

Maintains the highest standards of character and integrity in all interactions, and works to foster mutual trust in all relationships.

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