

# POSITION DESCRIPTION

## Programme Administrator -

## School of Social Practice (1.0 FTE Fixed Term)

### 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.

### Location

This role is based at Laidlaw's Henderson campus.

### Key Relationships

**Responsible to:** Head of Counselling

**Other Key Relationships:** Head of Education  
Programme Leads of Education and the Counselling Leadership Team  
Lecturers/Senior Lecturers in the School of Social Practice  
Administrators in the School of Theology, School of Social Practice, and Student Services  
Academic Quality Director  
LMS Administrator  
Quality and Business Analyst  
Students in the School of Social Practice  
External stakeholders such as NZQA, NZAC, and the Teaching Council

### Role Purpose

The purpose of the Programme Administrator is to provide co-ordination and administration support for the Laidlaw College Counselling and Education Programmes.

The Programme Administrator plays a key role in administering and co-ordinating the various educational and compliance components of applied degree programmes across the Henderson, Manukau and Christchurch campuses. This includes practicum placements, programme requirements and general administration.

The Programme Administrator role is critical to balancing the requirements of the degree programmes and ensuring their smooth running.

The Programme Administrator works alongside the School Administrator, to support the Programme Heads, Programme Leads, Practicum Co-ordinators and other faculty to deliver a quality degree-level counsellor training programme.

Specifically, the role requires:

- Co-ordination and facilitation of the administrative requirements of the Education and Counselling programmes. This includes leading the oversight of compliance requirements, events management and communication with students and staff.

- Administration of the student placement practicum across the three years of the Counselling programme, ensuring its on-going development and smooth running.
- Fostering and nurturing relationships with key stakeholders with responsiveness to the needs of the School of Social Practice and the counselling and teaching professions.

## Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
<p><b>Coordination of Programme Compliance Requirements and Processes</b></p>	<p>Work with Programme Heads to coordinate and provide administrative oversight of programme compliance processes, including annual NZQA and Teaching Council reviews and reports, course and programme development and reviews, in accordance with College systems and processes.</p>
<p><b>Administration of Programme Requirements</b></p>	<p>Provide administrative support to the Practicum Managers/Practicum Co-ordinators in the timely provision of practicum documentation and communication to students in School of Social Practice programmes.</p> <p>Provide oversight and input for quality of all published material.</p> <p>Assist Practicum Managers/Practicum Co-ordinators in the orientation and training of Supervisors, such as planning and co-ordinating events i.e. Information Nights, Professional Development Workshops and Seminars.</p>
<p><b>General Administrative Support for School of Social Practice (Counselling Programme)</b></p>	<p>Prepare and distribute agendas and minutes of Counselling Programme meetings.</p> <p>Provide administrative oversight and organising capacity for key events, including the annual Sturt lectures.</p> <p>Assist with the preparation of promotional materials.</p> <p>Assist with the organisation of orientation and graduation for the School of Social Practice.</p> <p>Provide administrative assistance to the School Administrator and faculty within the School as appropriate to other commitments.</p>

# Qualifications, Skills & Experience

QUALIFICATIONS/SKILLS/ EXPERIENCE	DETAILS
<b>Educational qualifications</b>	Relevant qualifications and/or experience in administration and compliance practices, ideally within educational settings
<b>Skills/Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos and objectives of the College, and ability to work within that framework</li> <li>• Excellent English communication skills (verbal and written).</li> <li>• Strong interpersonal skills, demonstrating warmth and confidence, and excellent customer service skills, ensuring positive interaction with students, visitors and external stakeholders.</li> <li>• Strong time management, planning and organisational skills.</li> <li>• The ability to prioritise and work well under pressure to meet tight deadlines.</li> <li>• Ability to think creatively and strategically.</li> <li>• An ability to be flexible and work outside regular work hours (such as when evening events are scheduled).</li> <li>• Ability to work autonomously and in a team, show initiative and take responsibility.</li> <li>• Demonstrable experience with information technology, in particular, Microsoft Word, Excel, Outlook, Teams and SharePoint.</li> <li>• Demonstrated integrity, discretion and sound judgement.</li> </ul>