ROLE DESCRIPTION

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

He kura te tangata

Position title	**Tutor**
Primary work unit	School of Government
Responsible to	Tutor Manager
Responsible for	No direct reports
Position status	Fixed-Term; up to 18 weeks per trimester
Hours of work	Monday to Friday, variable/flexible
Salary	$27.90 to $30.90 per hour (remuneration is based on experience and qualifications(s)

Our vision	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
Our mission and purpose	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.
Our values	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.

Te Herenga Waka —Victoria University of Wellington

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

Victoria University of Wellington is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan. Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to http://www.wgtn.ac.nz

Position purpose

A tutor's role is to assist in student learning in the designated course for which the tutor is hired. Tutors prepare and deliver face to face and/or online tutorials, workshops and demonstrations that facilitate student engagement and understanding of course materials. The role includes evaluating/grading student assignments, tests, or presentations, and providing appropriate feedback to them. Tutors provide a fundamental and supportive link between lecturers and students.

Position location

The tutor is located within the School of Government (SOG) in the Wellington School of Business and Government (WSBG). The position is based in Wellington, between Kelburn and Pipitea Campuses.

The School of Government includes the disciplines of Public Policy, Public Management and Public Administration. The links between these disciplines create synergies and opportunities to develop a varied research agenda. The School offers an undergraduate major in Public Policy to the BCom and BA degrees, with Honours, MCom and PhD offered at postgraduate level.

Strategic context

The School of Government forms part of and contributes to, the Wellington School of Business and Government. The WSBG has a strategic/operational plan which is aligned to Victoria's Strategic Plan. The Tutor will help the School and WSBG achieve its goals as a proactive, student-focused, and effective member of the School's tutorial team.

Key responsibilities

- Preparation for, and delivery of, tutorials, workshops, and demonstrations at specified times (including readings and exercises)
- Maintaining familiarity with course material and course requirements.
- Diligent and timely marking of assessment to meet deadlines. This can involve a substantial time commitment and requires meticulous time-management skills.
- Providing meaningful feedback and encouragement to students through thorough reviews and evaluations of their work.
- Attending scheduled regular Tutorial or Workshop and marking meetings with Course Coordinator(s), LeadTutor(s) and other Tutors
- Monitoring and contributing to student discussion forums on Canvas
- Conducting student consultation where required
- Attending and assessing presentations and facilitating group work
- Invigilating trimester tests where required
- On-going Course Coordinator liaison
- Attending required training sessions
- Delivery of tutorials & workshops via face-to-face, online and/or hybrid modes
- Exam and test marking where required
- Other duties as determined by the Course Coordinator and SOG Student Support Team

<u>Key outcome(s)</u>

A key outcome of the tutor role is to have improved student learning experiences by enhancing motivation and engagement with courses. The role is also expected to significantly support the course administration and delivery responsibilities of the Tutor Manager and Programmes Director, to successfully deliver undergraduate courses in the School.

Additional Responsibilities for Lead Tutors

In addition to the responsibilities of other tutors and as required by the Course Coordinator, Tutor Manager, and Course Administrator, the Lead Tutor's role involves:

- Leading the tutor team
- Creating slides for the tutor team to use during tutorials/workshops
- Leading parts of the tutor meeting together with the course coordinator
- Following up with tutors who missed the tutor meeting
- Checking in with tutors and building their confidence
- Answering tutor related questions
- Covering or finding a backup tutor when a tutor cannot take their own tutorial/workshop
- Managing any discussion boards and allocating tutors' responsibilities for answering student questions on a rotational basis
- Answering course related emails
- Creating announcements on Nuku when asked by the Course Coordinator
- Communicating marking or moderation requirements with the tutor team and ensuring that the markers understand and use marking rubrics and apply them consistently
- Allocating marking across tutors (including reallocating marking if a tutor is unable to complete assigned marking)
- Assisting the Course Coordinator with moderation when required
- Assisting the Course Coordinator with developing and revising course materials and assessment criteria/processes
- Providing teaching, technical, and technological support where required
- Assisting the Course Administrator with tutorial/workshop enquiries
- Other duties as determined by the Course Coordinator and SOG Student Support Team

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Key relationships

The Tutor reports to the Tutor Manager and takes day-to-day direction from the appropriate Course Coordinator. The tutor is supervised by the Senior Administrator and/or Lead Tutor (if applicable). The Tutor maintains a close administrative relationship with the Senior Administrator/LeadTutor and a working relationship with the Course Administrator for a course.

The Tutor will develop and maintain excellent relationships with:

- Head of School and School Manager
- Course Co-ordinators and other SOG academic staff
- Senior Administrators and Course Administrators
- Lead Tutors
- Students and other tutors.

Competencies

Competency	Demonstrated by
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
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures
Strategic thinking	Understands the big picture and is forward thinking; seeks and accepts challenges and opportunities; develops and communicates a clear, inspiring and relevant direction
Persuading and influencing	Gains the co-operation of others by seeking their points of view; understands differing views and identifies points of agreement; negotiates solutions to meet the objectives of all parties where possible; confidently advocates a preferred approach
People management	Uses a variety of styles and methods to develop, motivate and empower others towards achieving their own and organisational goals

Selection criteria – essential

- Studying or completed a BCom or BA with Public Policy or equivalent
- Have at least a B+ pass in any course (or equivalent) that you wish to apply to tutor
- Good people skills and a positive attitude
- In general, the majority of your internal assessment grades overall are B+/A- or higher but we can be flexible for the right candidate

Selection criteria – desirable

- Completed the course within the last two years
- Be interested in education, and in the support and development of students
- Personal experience and involvement in a Victoria University of Wellington tutorial programme (or equivalent)

Delegations

- There are no delegated authorities for this position.