

## POSITION DESCRIPTION

<b>TITLE OF POSITION</b> Counselling Practicum Administrator 0.4FTE Permanent	<b>AREA</b> School of Social Practice
<b>REPORTS TO</b> Heads of School, School of Social Practice	<b>LAST REVIEWED</b> 12 March 2025

### PURPOSE OF ROLE

The Practicum Administrator role is employed to carry out the responsibilities below in a way that is congruent with the Institute's Christian ethos, values, vision and mission.

### KEY TASKS

The Practicum Administrator will provide administrative support to the Counselling Practicum Team Lead and Regional Coordinators as itemised below.

### KEY RELATIONSHIPS

Internal: Heads of School of Social Practice  
Practicum Team Lead, Regional Coordinators and Practicum Support Educators  
Professional Leads for the Counselling programme  
School Administrator, School of Social Practice

External: Placement agencies  
Supervisors

**Financial Authority:** Nil

### KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Practicum Team Lead and Practicum Team including Practicum team minutes</li> <li>• Attend relevant parts of SoSP meetings</li> <li>• Edit the Practicum Policy and Guide annually</li> <li>• Update the BTIonline Practicum course page resources</li> <li>• Maintain the SONIA platform</li> <li>• Set up the annual allocation of students to assessors and enter these &amp; booking links</li> <li>• Set up regional placement groups</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain resources for students, PLPs/sites and Supervisors</li> <li>• Refer placement communication to relevant Regional Coordinator</li> <li>• Help organise PLP and supervisors annual meetings</li> <li>• Collate feedback given by PLP's and Supervisors for the Practicum team</li> <li>• Collate Practicum assessment grades from MOODLE for BOE's</li> <li>• Summarise student evaluations for Practicum team course critique process annually</li> </ul>
<b>Approach</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a solution-oriented, strengths-based response to challenges</li> <li>• Undertake responsibilities with commitment and rigour, resulting in a positive outcome</li> <li>• Establish and maintain effective working relationships; respect and encourage colleagues and students personally and professionally</li> <li>• Engage in professional learning conversations that reflect positive working relationships and a generous spirit of collaboration</li> <li>• Develop and maintain a high level of expertise in primary areas of responsibility</li> </ul>
<b>Outworking</b>	<p><b>Express and uphold BTI's core ethical values</b></p> <p>In terms of our life and work we value:</p> <ul style="list-style-type: none"> <li>• a Biblical Christian Worldview as formational</li> <li>• personal and professional enquiry and integration</li> <li>• a strengths-based learning and missional community</li> <li>• Treaty-based relationships within Aotearoa New Zealand</li> </ul> <p>The person appointed to this role will understand and be committed to the values in the following ways:</p> <p><b>People Focus</b></p> <p>listens to and understands the needs of students and staff and meets those needs through a professional, courteous and empathetic approach</p> <p><b>Integrity</b></p> <p>acts ethically and consistently</p> <p><b>Equity and Diversity</b></p> <ul style="list-style-type: none"> <li>• considers equity/diversity perspectives (e.g. Māori, Pasifika, international students/staff, gender, disability) and supports the success of colleagues and students in these groups</li> </ul>

	<ul style="list-style-type: none"> <li>values the diversity of the student population</li> </ul> <p><b>Communication</b></p> <p>communicates clearly and in a variety of ways to suit the situation and needs of the recipients</p> <p><b>Collegiality</b></p> <p>deals with colleagues and stakeholders in a respectful way</p> <p><b>External Relationships</b></p> <p>maintains productive and beneficial external relationships</p>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Safe and healthy work practices are followed that comply with BTI policies and procedures, relevant work standards and statutory obligations</li> <li>Accepts personal responsibility for own safety and wellbeing</li> <li>Complies with BTI's Health and Safety Policy</li> <li>Demonstrates actions in an emergency situation that are specific to the workplace and promote safety</li> </ul>

Any other reasonable duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

## PERSON SPECIFICATION

- A strong alignment with the Institute's Christian orientation and ethos, including a commitment to developing a vibrant Christ-following faith-informed relational learning community
- Proven demonstration of a servant hearted approach to working collaboratively with colleagues and across the professional sector
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in programmes and service
- Commitment to the Christian faith, including but not limited to an active involvement in a local church and a lived-out priority given to prayer and Scripture
- Commitment to equal opportunity and to BTI's partnership with Māori as called for by te Tiriti o Waitangi.

## EDUCATIONAL QUALIFICATIONS

### Essential

- Education to at least sixth form certificate or NCEA Level 2

### Preferred

- Tertiary study in business administration or relevant work experience.

## TRAINING, SKILLS AND KNOWLEDGE

### Essential

- Experience and proven competence in working with and reviewing documents
- Experience and proven competence in online platform administration

- Experience and proven competence in providing quality administration for a team or within an organisation
- Commitment to Te Tiriti informed practice in Aotearoa/New Zealand context, with particular implications for the field of social practice
- Competence in active listening and clear communication
- Competence in time management practices and an 'eye for detail'

#### **Preferred**

- Experience in or familiarity with people-helping roles and professions allied to pastoral care or counselling
- Experience within the tertiary sector, especially regarding administration roles.

#### **VARIANCE**

The accountabilities and responsibilities outlined in this document may be varied from time to time according to the external environment and needs of the Institute.

12 March 2025