

POSITION DESCRIPTION

TITLE OF POSITION Counselling Programme Practicum Administrator & Regional Coordinator – 0.5 FTE permanent	AREA School of Social Practice
REPORTS TO Heds of School, School of Social Practice	LAST REVIEWED 8 May 2025

PURPOSE OF ROLE

The Practicum Administrator and Regional Coordinator 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 and Regional Coordinator will provide administrative support to the Counselling Practicum Team and Lead and coordinate students on practicum in a region of NZ 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
Administration	<ul style="list-style-type: none"> Administer the SONIA placement management platform Update the BTIonline Practicum course page resources Provide administrative support to the Practicum Team Lead Refer placement communication to relevant Regional Coordinator Collate feedback given by PLP's and Supervisors for the Practicum team Collate Practicum grades from BTIonline each semester Help organise PLP and supervisors meetings annually Edit the Practicum Policy and Guide annually Allocate students to assessors annually Summarise student evaluations for practicum course critique annually
Regional Coordination in assigned region	<ul style="list-style-type: none"> Oversee contracting process on SONIA Navigate practicum issues as needed for students Meet with each Year 1 student in semester prior to Practicum 1 Follow up new placements

	<ul style="list-style-type: none"> Email students, PLPs and supervisors twice during the year and set up online/phone/visit if necessary
Approach	<ul style="list-style-type: none"> Maintain a solution-oriented, strengths-based response to challenges With commitment and rigour work for positive outcomes Establish and maintain collaborative and respectful working relationships Develop and maintain a high level of expertise in primary areas of responsibility
Outworking	<p>Express and uphold BTI's core ethical values</p> <ul style="list-style-type: none"> a Biblical Christian Worldview as formational personal and professional enquiry and integration a strengths-based learning and missional community Treaty-based relationships within Aotearoa New Zealand <p>The person appointed to this role will understand and be committed to these values in the following ways:</p> <ul style="list-style-type: none"> People Focus: listens to and understands the needs of students and staff and meets those needs through a professional, courteous and empathetic approach Integrity: acts ethically and consistently Equity and Diversity: values equity/diversity perspectives (e.g. Māori, Pasifika, international students/staff, gender, disability) and supports the success of colleagues and students in these groups Communication: communicates clearly and in a variety of ways to suit the situation and needs of the recipients Collegiality: deals with colleagues and stakeholders in a respectful way External Relationships: maintains productive external relationships
Health and Safety	<ul style="list-style-type: none"> Safe and healthy work practices are followed that comply with BTI policies and procedures, relevant work standards and statutory obligations Accepts personal responsibility for own safety and wellbeing Complies with BTI's Health and Safety Policy Demonstrates actions in an emergency situation that are specific to the workplace and promote safety

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 REQUIREMENTS

Essential

- A counselling qualification and/or at least provisional membership of a counselling association

Preferred

- Study or relevant work experience in administration

TRAINING, SKILLS AND KNOWLEDGE REQUIREMENTS

Essential

- Experience in the counselling field
- Enjoyment of, and proven competence in, online platform administration
- Experience and proven competence in providing quality administration
- Commitment to Te Tiriti informed social practice in Aotearoa/New Zealand context
- Competence in time management practices and an 'eye for detail'

Preferred

- 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.

8 May 2025