

POSITION DESCRIPTION

TITLE OF POSITION School Administrator School of Social Practice	1.0 FTE	SERVICE AREA School of Social Practice
REPORTS TO Heads of School, School of Social Practice		LAST REVIEWED 3 July 2024

PURPOSE

The School Administrator provides a high standard of administrative support to the School, in particular to the Heads of School and Programme Leads

KEY RELATIONSHIPS

- Internal:
- Head of School (Mātauranga), School of Social Practice
 - Head of School (Kaitiaki), School of Social Practice
 - Head of Administration
 - Professional Lead: Social Work (Academic)
 - Professional Lead: Social Work (Students)
 - Professional Lead: Counselling (Academic)
 - Professional Lead: Counselling (Students)
 - Practicum Administrator
 - Counselling and Social Work Academic staff
 - Administration Staff
 - Students
- External:
- Social Work Professional Bodies
 - Counselling Professional Bodies
 - Industry Representatives
 - Government Agencies
 - Strategic Partners
 - Relevant reporting bodies

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
School Administration	<ul style="list-style-type: none"> • Effectively support the Heads of School to enable smooth running of the School of Social Practice operations, including organisation of school retreats and planning days, graduation events, and school professional development • Provide reliable and consistent administrative support for and maintain effective working relationships with the Heads of School, including communication to educators and/or students

	<ul style="list-style-type: none"> • Provide administrative support for SoSP and Lead Team meetings, including collating and circulating agendas, and documenting minutes, resolutions and actions
Programme Administration	<ul style="list-style-type: none"> • Maintain general administrative processes for SoSP programmes • Involvement in the production of the annual calendar and School timetables • Make arrangements for programme meetings or events with key stakeholders, including scheduling time and venue, circulating agenda, setting up venue and providing in meeting support and catering as required. This includes information evenings, Monitor visits, external moderation meetings, and Programme Advisory Committee meetings • Preparation of textbook lists, course outlines and course shell updates on BTIonline each semester (does not include uploading participants)
Quality Assurance	<ul style="list-style-type: none"> • Ensure curriculum documents, programme regulations, handbooks, etc. are updated as required at least annually • Assist with the coordination and organisation of quality and reporting processes • Collate and edit information related to the Social Work and Counselling Annual Programme Reports (APRs), including the key programme statistics, course evaluation summaries, Monitors reports, and CRT/RPL • Coordinate and follow up course evaluations, course evaluation summaries, course critique forms, course outlines and course teaching materials • Provide attendance and grade sheets for Student Administration team in their preparation for BOE (when automated will not be required)
Innovation	<ul style="list-style-type: none"> • Contribute to feedback on current practice, identifying solutions and suggesting systemic changes to practice • Actively participate in and contribute to the administration team to encourage transparency across activities, open sharing of knowledge, and actions to build a high performance culture
Relationships	<ul style="list-style-type: none"> • Collaborate with other administrative staff to work flexibly and share knowledge, ensuring the School meets its administration requirements
Ethos	<ul style="list-style-type: none"> • It is a prerequisite to this role that you can demonstrate an alignment to BTI's mission, vision and values.

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

PERSON SPECIFICATION

Highly developed interpersonal and administrative skills with a demonstrated ability to relate to staff and external stakeholders at all levels and an ability to develop working relationships.

EDUCATIONAL QUALIFICATIONS

Essential

- Education to at least NCEA Level 2
- Tertiary study in business administration or similar demonstrated work experience

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Previous experience in an advanced or executive administrative support role
- Excellent verbal and written English, particularly focused on business communication
- Proven knowledge of computers and computing systems in a business environment, particularly Microsoft suite
- Strong customer orientation in customer engagement and interactions with teams and stakeholders

Preferred

- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills

PERSONAL QUALITIES

- Ability to engage and communicate with all levels of staff and key stakeholders
- Adept at consistently developing and sustaining co-operative working relationships
- Able to maintain a flexible attitude to work tasks and have the ability to maintain a professional performance under pressure
- Good problem-solving skills
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service
- Commitment to equal opportunity and to BTI’s partnership with Māori as intended by the Treaty of Waitangi.

3 July 2024