

## POSITION DESCRIPTION

<b>TITLE OF POSITION</b> Learning Advisor	<b>0.3 FTE</b>	<b>SERVICE AREA</b> Academic Support Team
<b>REPORTS TO</b> Team Leader, Academic Support		<b>LAST REVIEWED</b> 7 January 2025

**BTI Vision** To be a relational, responsive and transformational Christ-following tertiary learning community committed to growing a faithful expression of the Kingdom of God on earth.

**BTI Mission** To provide Christ-centred, Biblically informed professional preparation, development and research for influential service.

**BTI Values** In terms of our life and work we value:

- A Biblical Christian worldview as formational
- Personal and professional inquiry and integration
- Strengths based learning and missional community
- Treaty-based relationships within Aotearoa, New Zealand

### PURPOSE OF ROLE

Learning Advisors are required to carry out all responsibilities in a way which is congruent with BTI's Christian ethos, values, vision and mission.

### KEY RESULT AREAS

Learning Advisors are required to (individually, and as part of the Academic Support team)

Contribute to the development of students by providing academic support:

- Face to face, by phone, online or e-learning platforms;
- Liaise with students both individually and in groups where required;
- Teach components of the New Zealand Certificate in Study and Employment Pathways if required;
- Maintain an understanding of the facilities, services and specialists available to students;
- Referring students to specialists where necessary (including but not limited to counselling, hardship committee, Accountant, Programme Leaders)
- Promote student health and wellbeing through pastoral care support
- Contribute to the development of students by advising students about and providing access to study skills courses (including but not limited to Get Set, Online Orientation) peer mentoring and library support.

Provide academic and e-learning support to BTI staff including (but not limited to):

- Sourcing books and reference materials for class resources or staff professional development;
- Assisting preparation of course outlines and referencing as required.

Observe all BTI policies and procedures and ensure the appropriate use of Institute assets and student/government funds.

Respect and value all people as 'imago dei' and demonstrate commitment to manaakitanga, aroha, inclusivity and diversity in keeping with the Institute's Christian ethos, values, vision and mission.

Participate fully in BTI's collegial and devotional life (devotions, staff meetings, prayer & graduation).

## KEY RELATIONSHIPS

Internal:

Academic Dean  
 Heads of School  
 Programme and Professional Leaders  
 Educators  
 Support Services staff  
 CET Finance

External:

Stakeholder Groups  
 Industry Representatives  
 Strategic Partners  
 Professional agencies  
 Relevant reporting bodies

Financial Authority: Nil

## KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
<b>Academic Quality Systems</b>	<ul style="list-style-type: none"> <li>Participate fully in all quality management processes to ensure on-going improvement of teaching and learning across BTI .</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and maintain a solution-oriented, strengths-based approach to challenges.</li> </ul>
	<ul style="list-style-type: none"> <li>Use professional and community networks to actively promote programmes and BTI.</li> </ul>
	<ul style="list-style-type: none"> <li>Manages library and learning support systems.</li> </ul>
	<ul style="list-style-type: none"> <li>Undertake responsibilities with commitment and rigour, resulting in a positive outcome.</li> </ul>
	<ul style="list-style-type: none"> <li>Establish and maintain effective working relationships; respect and encourage colleagues personally and professionally.</li> </ul>
	<ul style="list-style-type: none"> <li>Engage in performance reviews that reflect positive working relationships and a generous spirit of collaboration.</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and maintain a high level of expertise in primary areas of responsibility.</li> </ul>
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>Show enthusiasm and commitment for learning, growth and development in ways that support the teaching, mission, values, vision and ethos of BTI.</li> </ul>
	<ul style="list-style-type: none"> <li>Be actively involved in on-going personal and professional development.</li> </ul>
	<ul style="list-style-type: none"> <li>Maintain currency through scholarship and professional contributions/links within the professional community.</li> </ul>
<b>Behavioural Indicators</b>	<p>The person appointed to this role will understand and be committed to BTI values in the following ways:</p> <p><b>Student Focus</b></p> <ul style="list-style-type: none"> <li>listens to and understands the needs of students and meets those needs through a professional, courteous and empathetic approach</li> <li>is an active and visible role model for students at all levels, is regularly available and accessible to students and motivates them to succeed in their studies</li> <li>commits to teaching and supervision of students in ways which ensure and enhance student experience and endeavour</li> </ul>

	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>acts ethically and consistently</li> </ul> <p><b>Equity and Diversity</b></p> <ul style="list-style-type: none"> <li>relates well with a wide variety of people</li> <li>considers equity/diversity perspectives (e.g. Maori, Pasifika, international students/staff, gender, disability) and supports the success of colleagues and students in these groups</li> <li>values the diversity of the student population and ensures equity in teaching, supervision and collaborative practices</li> <li>seeks to attract and support students from diverse backgrounds, including Maori, Pasifika and international students</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>communicates clearly and in a variety of ways to suit the situation and needs of the recipients</li> </ul> <p><b>Collegiality</b></p> <ul style="list-style-type: none"> <li>deals with colleagues and others in a respectful and fair way</li> </ul> <p><b>External Relationships</b></p> <ul style="list-style-type: none"> <li>builds and maintains productive and beneficial external relationships and networks</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Follows safe and healthy work practices 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>Understands and 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>
<b>Staff Conduct Policy</b>	The person appointed to this role will be expected to behave in accordance with the 'Standards of Conduct' and the overarching 'Values', both of which are outlined in BTI's Staff Conduct Policy.

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**

- A strong alignment with BTI's Christian orientation and ethos.
- Is strategic, proactive and shows initiative.
- Demonstrates a willingness to contribute to BTI's broader professional and academic life.
- Commitment to developing a vibrant Christ following faith informed relational learning community.
- Proven record of (or interest in) maintaining transformative relationships with students.
- Proven demonstration of a servant hearted approach to working collaboratively with colleagues and across the professional sector.

**EDUCATIONAL QUALIFICATIONS**

**Essential**

Hold a Bachelor Degree (in any field)

## **PERSONAL QUALITIES**

- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research 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 mentoring, active listening, and clear communication
- Commitment to equal opportunity and to BTI's partnership with Māori as intended by the Treaty of Waitangi.

### **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.