



## JOB DESCRIPTION

**TITLE:** Academic Director

**REPORTS TO:** Executive Director

**LINE REPORTS:** 4

**HOURS OF WORK:** 37.5 hours per week

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### KEY RESPONSIBILITIES

#### Academic Leadership

- Lead the academic administration for all academic qualifications
- Lead the general administration for Carey students enrolled in academic qualifications
- Support the Dean of Faculty in the implementation of Carey's academic vision
- Advise and inspire Carey on current thinking and best practices in curriculum delivery
- Lead the development of the Carey Distance programme and e-learning activities
- Develop policies and guidelines to support all aspects of the academic and student administration of Carey
- Manage all adjunct lecturing staff
- Manage and supervise the Academic Registrar, Intermission Co-ordinator, and Pasifika Cultural Advisor/Tutorial Support.
- Establish the annual academic calendar/timetable

#### Quality Management and Compliance

- Manage all processes and data relating to TEC, PBRF and NZQA reporting, ensuring compliance with government regulations and legislation
- Manage and develop the Quality Management System, advising the Senior Management Team on any gaps or risks
- Develop and maintain strong positive relationships with relevant Government agencies on matters related to NZQA-based courses and students. These may include NZQA, MOE, TEC and Education New Zealand
- Manage all aspects of the EER and other audits as appropriate
- Ensure that Carey is complying with NZQA standards in educational practice and delivery
- Ensure compliance with the *Code of Conduct for the Pastoral Care of International Students* and other Government legislations/standards.

## **Student Administration**

- Ensure all students are provided with adequate information about Carey academic programmes at the time of enrolment
- Ensure all students are adequately supported in their studies.
- Oversee the development and maintenance of appropriate publications/web content to keep students well informed
- Provide leadership for key student events including Graduation and Open Days.
- Develop mechanisms to ensure student feedback is sought, analysed and fed back into planning.

## **Technology**

- In partnership with the IT Manager, provide leadership for the development of all student systems.
- Manage and oversee the Artena Student Management System, Moodle and other related systems as appropriate.
- Manage and develop statistical reports to inform activities, curriculum developments and process changes

## **General**

- Develop business process documentation to minimise risk during staff absences or handovers.
- Other duties as required to support the College and its operations

## **KEY COMPETENCIES AND SKILLS**

### **ESSENTIAL**

- A minimum of a bachelor's degree
- Proven experience in academic administration or a related field in an educational setting
- Competent and confident in the use of student management or similar systems
- Excellent organisational and planning capabilities
- Demonstrated ability to establish networks and build good relationships
- Excellent verbal and written communication skills

### **PREFERRED**

- A relevant graduate or postgraduate qualification

## **KEY ATTRIBUTES**

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community

- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour

#### **OTHER**

- Some evening and weekend work may be required.