UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Initial Teacher Education (ITE) Quality and Compliance Manager
DEPARTMENT:	College of Education
SCHOOL / DIVISION:	Humanities Division
REPORTS TO:	Dean of the College of Education
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

Leads the College's quality assurance and regulatory compliance function for Initial Teacher Education (ITE), ensuring the quality, integrity and regulatory standing of ITE programmes and supporting the College to meet its University, Teaching Council and Ministry of Education obligations.

2. ACCOUNTABILITIES:

Regulatory Compliance and Accreditation:

- Manage and oversee the College's adherence with all compliance requirements related to ITE, including University regulations, the requirements of the Teaching Council of Aotearoa New Zealand, and the Ministry of Education and other relevant agencies.
- Provide expert advice to the Dean, Associate Dean Initial Teacher Education, Academic Manager, Programme Coordinators and professional staff on quality assurance, accreditation and regulatory compliance matters related to ITE.
- Manage Teaching Council programme approval, accreditation, monitoring, moderation, and review processes, including initiating and progressing submissions, coordinating evidence, responding to conditions of approval and maintaining compliance documentation.
- Initiate and implement new or revised regulatory requirements by interpreting policy, assessing implications for the College, and developing appropriate systems, procedures and documentation, as needed.
- Maintain the College's regulatory records and evidence to support accreditation, monitoring, reporting and audit requirements.
- Maintain and monitor College records relating to practising certificates and professional growth cycles, following up with staff to support completion and accurate record keeping.
- Identify compliance risks and recommend strategies to mitigate risks and strengthen regulatory compliance.

Professional Experience and Admissions Systems:

- Monitor the effectiveness and consistency of professional experience systems and admissions systems across programmes, identifying opportunities for improvement and leading the implementation of agreed enhancements, e.g. to the online placement portal.
- Ensure professional experience and admissions systems and documentation align with University policy, and Teaching Council and Ministry of Education requirements.
- Maintain oversight of public-facing information relating to initial teacher education programmes, working with the University's Marketing and Communications team to ensure websites, promotional material and admissions information are updated regularly to ensure they remain accurate, current and compliant.

Service:

- Foster collaborative working relationships with academic and professional staff, University divisions and external agencies to support high-quality and compliant initial teacher education programmes.
- Serve as an ITE representative on academic committee.
- Participate in College ITE-related committees, working groups and strategic projects as required.
- Contribute to the continuous improvement of College systems and processes relating to ITE.
- Undertake other duties consistent with the level and broad purpose of the position.

3. KEY RELATIONSHIPS:

Internal:

- Associate Dean ITE
- Dean
- Academic Manager
- Operations Lead
- Client Services team
- Programme Coordinators
- Professional and academic staff of ITE programmes.

External:

- Teaching Council of Aotearoa New Zealand
- Ministry of Education

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- Tertiary qualification or equivalent knowledge or experience relevant to the role.
- Considerable experience in a policy, compliance, quality assurance or administrative role within busy and/or complex environment.
- Experience interpreting regulatory, legislative and policy requirements and translating these into practical processes, systems and documentation.
- Experience providing advice on compliance, quality assurance, policy or regulatory requirements to academic, professional and/or senior stakeholders.

Preferred:

- Experience working within the tertiary and/or education sector.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Proficiency in the Microsoft suite of programmes; well-developed keyboard and word processing skills.
- Excellent written and communication skills; can demonstrate meticulous attention to detail.
- Strong organisational ability, including the ability to optimise and prioritise conflicting demands in a busy environment, achieve deadlines, and see responsibilities through to completion.
- Ability to establish and improve administrative procedures.
- Excellent self-management skills – ability to work effectively without direct supervision, manage fluctuating workloads, and lead process improvements.
- Ability to work collaboratively and constructively with others, and to take direction, when needed.

6. SPECIAL REQUIREMENTS:

Nil

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.