



### POSITION DESCRIPTION

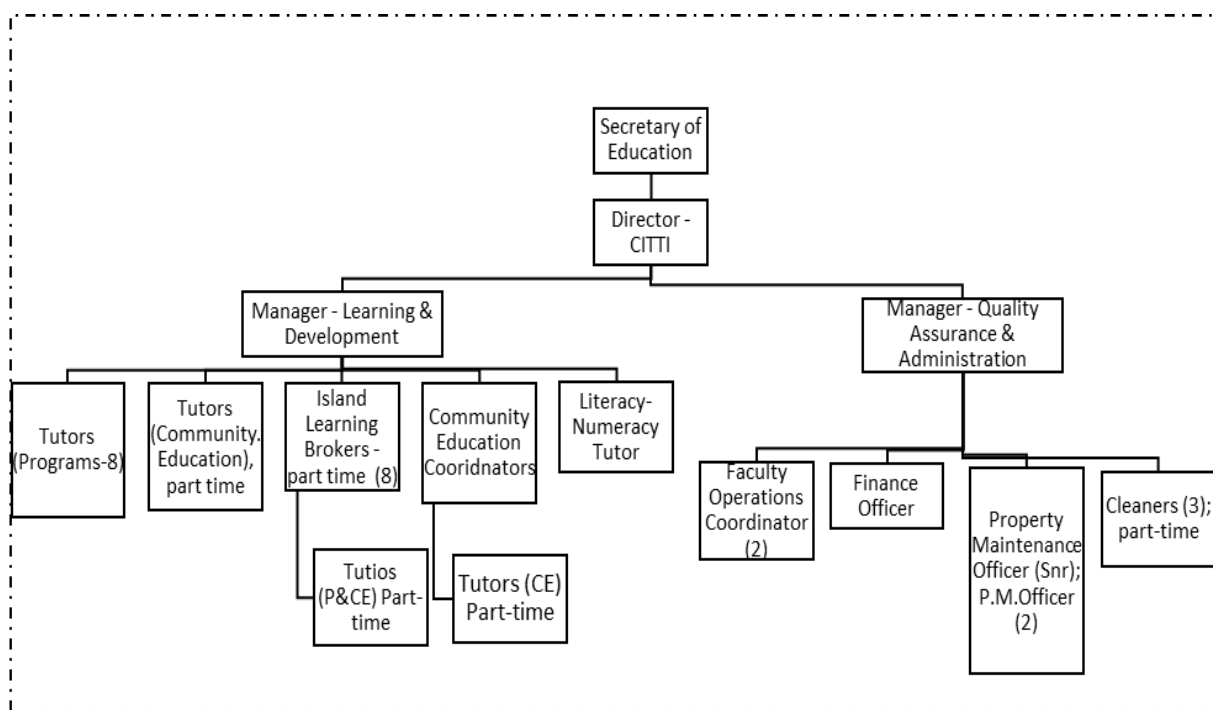
Position Title:	Island Learning Broker (Amuri Centre)
Division:	Cook Islands Tertiary Training Institute – Amuri Centre, Aitutaki
Responsible To:	Learning and Development Manager
Responsible For:	Tutors (Program and community education)
Job Purpose:	<ul style="list-style-type: none"> <li>To develop, coordinate and manage all training offered by CITTI on the respective island, ensuring quality and effective learning and teaching is provided (Community education and training in employment opportunities).</li> <li>To manage the Amuri CITTI Centre.</li> </ul>
Job Classification:	
Date:	April 2021

#### MINISTRY VISION:

The Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes lifelong learning through the provision of quality services.

#### ORGANISATION CHART:



## KEY RESULTS AREA:

Key Results Areas	Key Performance Indicators
<p><b><u>Learning/Training Program Development</u></b></p> <ul style="list-style-type: none"> <li>• In conjunction with the Community Education Coordinator, develop Community Education training opportunities for the island.</li> <li>• Actively seek and develop new training opportunities with government agencies, employers, schools and community experts</li> <li>• Manage a caseload of learning placements and learning facilitators (tutors), matching learners with the placements and monitoring these relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Community Education programmes aligned with the Island Learning/Training plan are developed; at least 5 community education programmes are delivered per semester.</li> <li>• Accredited training programmes are developed and implemented to meet the needs of government, industry and island needs; at least 2 accredited programmes operate per academic year</li> <li>• All programs are approved by the Director of CITTI following course approval guidelines</li> <li>• Students are placed appropriately according to their learning and career goals, are monitored and achieve.</li> </ul>
<p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• To manage all offsite MOU or agreements with other training venues/providers to ensure compliance with guidelines and expectations.</li> <li>• To ensure students and staff comply with the rules and guidelines of the centre</li> <li>• To ensure all classrooms, equipment and resource*s used are maintained, accounted and cared for.</li> <li>• To keep and maintain an inventory of equipment and resource*s, planning for replenishment or replacement.</li> <li>• To prepare, review and monitor the island's learning/training budget on a 3-monthly cycle, informing the Manager promptly of any changes.</li> <li>• Maintain accurate data for reporting, monitoring and review purposes – SMS, programs, staff etc.</li> <li>• Write monthly progress reports to submit to the Manager</li> <li>• To maintain office processes ensuring all time sheets financial documents are prepared and processed</li> <li>• To comply with financial guidelines in regards to all financial transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• MOU or agreements in place guides the use of the venue resources and equipment, health, safety and security requirements maintained.</li> <li>• School and community relationships are positive and maintained, encouraging a community of learners – Lifelong Learners.</li> <li>• Senior management team of the Institute are kept informed of the progress and issues affecting training on the island.</li> <li>• Data is collected, inputted into the appropriate system and collated as required; data is up to date, secure and accessible.</li> <li>• The organisation operates effectively; all other duties requested are performed in a timely manner to a high standard.</li> <li>• Timesheets, financial records and documentation are maintained for review purposes</li> </ul>
<p><b><u>Staffing</u></b></p>	

<ul style="list-style-type: none"> <li>• Plan and co-ordinate recruitment of learning facilitators (tutors), creating a listing of learning/training vacancies.</li> <li>• Develop contracts for tutors in collaboration with the CE Coordinator, and answer any queries</li> <li>• Monitor the delivery of courses through discussion, observation and student feedback</li> <li>• Provide induction, training, advice and guidance for staff to ensure they provide a high quality service with integrity.</li> <li>• Manage the performance of staff ensuring they comply with the requirements of the position description</li> <li>• To comply with the Program Tutor position description, if delivering courses</li> </ul>	<ul style="list-style-type: none"> <li>• Tutors and students are recruited for each programme being delivered; All programmes of study meet minimum participation levels and have competent Tutorial staff.</li> <li>• Individual training plans are in place for all students enrolled on accredited training programmes.</li> <li>• Staff timesheets are processed</li> </ul>
<p><b><u>Student Management</u></b></p> <ul style="list-style-type: none"> <li>• To plan, co-ordinate and manage recruitment of students</li> <li>• To create and maintain placement files for each student, providing learning and assessment material required</li> <li>• Provide pastoral care, advice and guidance to students, ensuring they meet individual learning goals</li> <li>• To keep records of student achievement data, inputting and sharing to CITTI - Rarotonga to input into SMS database.</li> <li>• Develop learning contracts between students, tutors and CITTI.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are recruited for each programme being delivered; all programmes of study meet minimum participation levels</li> <li>• Student files are compiled and maintained for all students undertaking tertiary training on island</li> <li>• Support and assistance is offered and recorded for all tertiary trainees on island.</li> <li>• Administrative functions of the training centre on the island are fulfilled.</li> </ul>
<p><b><u>Professional Knowledge and Development</u></b></p> <ul style="list-style-type: none"> <li>• To have current knowledge of content (in specialist area) and best teaching practice principles and pedagogy that can be applied to the learning situation and when training tutors</li> <li>• To be competent and to keep up to date with adult teaching practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps abreast of changes in subject area through subject associations, advisors, online (ITO, NZQA), colleagues in other institutes</li> <li>• Regularly reflects on and reviews personal performance</li> <li>• Demonstrates a commitment to personal growth and knowledge development</li> <li>• Contributes to ongoing curriculum, assessment and policy review and evaluation.</li> <li>• If applicable, to work towards and gain an adult teaching qualification, including US 4098.</li> </ul>
<p><b><u>Contribution to CITTI</u></b></p> <ul style="list-style-type: none"> <li>• To be an active team member within the faculty and institute</li> <li>• To establish and maintain effective and cooperative working relationships with and between colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Participates and contributes to faculty and institute professional meetings and activities, including online meetings</li> <li>• Actively supports decisions taken by the faculty and institute</li> <li>• Carries out all assigned duties effectively</li> <li>• Reasonable request for information are met in a</li> </ul>

	timely and obliging manner.
<b>Professional Conduct</b> <ul style="list-style-type: none"> <li>• Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service</li> <li>• Participate fully and effectively in the teachers' performance management system</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates professional conduct at all times</li> <li>• Complies with the values and code of conduct of the CIPS</li> <li>• Complies with the requirements of the MOE performance management system</li> <li>• Meets all expected deadlines and reporting requirements as directed by Senior Managers.</li> </ul>

### **WORK COMPLEXITY:**

The most challenging duties typically undertaken will include:

1	Establishing and organising innovative community led and driven programmes of learning that align with the islands capacity and capability development plan
2	Establishing and coordinating skills based programmes of learning including learning plans, course content and assessments.
3	Ensuring diverse needs of learning facilitators (tutors) and learners are met; recruiting students and maintaining enrolment numbers
4	Recording and maintaining accurate student and tutor data
5	Managing relationships with industry, employers, community groups and relevant government agencies
6	Managing tutors, support staff and Learning Centre assets, inventories and learning resources

### **AUTHORITY:**

The Broker will have the following levels of authority:

<b>Financial</b>	No Authority (Prepare a centre budget specific to the island context, follow the financial practices as set down by the Ministry of Education with regard to receipting, purchasing, inventory control and asset management)
<b>Staff</b>	Some Authority (Supervise and manage staff, having input into performance and recruitment in collaboration with the Manager, prepare and check contracts, supervise and support beginning tutors & other tutors requiring up skilling)
<b>Contractual</b>	No authority.

### **FUNCTIONAL RELATIONSHIPS:**

Brokers are required to demonstrate effective Human Resources Management skills in dealing with all internal and external relationship matters:

<b>Internal</b>	<b>Nature of Contact:</b>	<b>External</b>	<b>Nature of Contact</b>
CITTI Senior management team – Director, Managers and	Centre operations and management, new course development,	Community groups / experts, government agencies, NGOs, Island	Significant contact promoting, establishing

support staff	compliance, reporting, attendance, leave, student and data management, other matters as required <b>(Medium)</b>	Council/ government	community education and training programs, resourcing, needs analysis, local expertise, health & safety <b>(Promoting)</b>
Institute/school staff, Principal, tutors, support staff	Administration of MOU, professional support, planning, student progress & achievement, pastoral care, resources, other relevant matters <b>(Heavy)</b>	Industry and Employers	Training programs, student placements, administration specific to the curriculum area, and other matters as required. <b>(Routine)</b>
Students	Learning and Teaching, pastoral care, other relevant matters <b>(Heavy)</b>	Subject specialist groups, external Tertiary Providers	Subject specific resources, assessment support and current initiatives <b>(Routine)</b>
Ministry of Education central administration office	Employment & financial matters including payments, leave, professional development, performance, competency, and curriculum support and other matters as required. <b>(Medium)</b>	Accrediting and standard setting bodies (NZQA, ITO, LC&G)	Policy and processes, subject specific support, reporting and other matters <b>(Minimal)</b>

## **PERSON SPECIFICATION:**

### **Qualification**

The Broker will be required to have the following formal level of training and educational qualifications and experience:

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (specific qualification for job)</b>
<ul style="list-style-type: none"> <li>Bachelor's Degree with majors in specific teaching area</li> <li>Cook Islands teacher registration (with adult teaching qualification)</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification in teaching area.</li> <li>Graduate studies in Adult Education.</li> </ul>

### **Knowledge/Experience:**

The length of practical experience and nature of specialist or managerial familiarity required. This experience is in addition to formal education.

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>5 years' experience in delivery of industry</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 years' experience in delivery of industry</li> </ul>

training (SBA) <ul style="list-style-type: none"> <li>• 3 years' management experience inclusive of             <ul style="list-style-type: none"> <li>○ Sound administrative experience</li> <li>○ Advanced knowledge of education programme development.</li> <li>○ Organisational and planning skills.</li> <li>○ Sound leadership and motivational skills.</li> <li>○ Community linkages</li> </ul> </li> </ul>	training (SBA) <ul style="list-style-type: none"> <li>• Senior management experience</li> </ul>
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### Key Skills /Attributes/Behaviours

<b>Expert</b>	<ul style="list-style-type: none"> <li>• Extensive experience in the development, implementation and review of specific teaching programmes;</li> <li>• Establishing and maintaining sound relationships with the community, island council, schools, staff, students, families and overseas stakeholders.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Sound planning, implementation and project management skills</li> <li>• Strong interpersonal skills including advocacy, public consultation and presenting.</li> <li>• Consultative and collaborative approach to developing and maintaining quality standards and contexts.</li> <li>• Honest, motivated, flexible, adaptable</li> <li>• Continuous improvement and progression</li> <li>• Demonstrated ability to work to negotiated timetable and meet deadlines.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Ability to deal with risk and crisis management in a structured and calm manner</li> <li>• Sensitivity towards and understanding of Cook Islands culture.</li> <li>• Research &amp; report writing skills (including the collection of both quantitative and qualitative data)</li> <li>• Good understanding and application of the use of technology to support the provision of information</li> <li>• Commitment towards positive outcomes in providing high quality education for all.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Knowledge of external developments and innovation in education that are relevant to the specialist subject area</li> <li>• Government legislation and policies particularly those related to education</li> </ul>

### **CHANGE TO JOB DESCRIPTION:**

Changes to the Job description may be made from time to time in response to the changing nature of the Ministry's work environment - including technological or statutory changes.

\_\_\_\_\_  
Secretary of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date