



EASTERN INSTITUTE OF TECHNOLOGY  
TE AHO A MĀUI

## Position Description

### HEAD OF SCHOOL, NURSING

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| <b>Function:</b>    | School of Nursing, Faculty of Education, Humanities and Health Sciences |
| <b>Reports to:</b>  | Executive Dean, Faculty of Education, Humanities and Health Sciences    |
| <b>Location:</b>    | Hawke's Bay                                                             |
| <b>Arrangement:</b> | Permanent, Full time                                                    |
| <b>Date:</b>        | October, 2026                                                           |

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#### Pūtake | Purpose

To provide management and leadership to the School of Nursing, across the Hawke's Bay and Tairāwhiti campuses.

#### Ngā Whanaungatanga | Working Relationships

|           |                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------|
| Internal: | EIT executive leadership team, faculty management and kaimahi                                                             |
| External: | Professional bodies, ākonga, relevant external industry stakeholders and committees, employers, contractors and suppliers |

#### Mana Whakahaere | Resource Delegations

|            |                                     |
|------------|-------------------------------------|
| Financial: | As per Delegated Authority Schedule |
| People:    | 30-50 (direct and indirect reports) |

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#### Kawenga Mahi | Accountabilities

- Lead the development and implementation of the School of Nursing Annual Plan, achieving performance targets and objectives, as designated.
- Negotiate with Executive Dean for resources necessary to fulfil School objectives and targets.
- Monitor and manage income, operational and staffing expenses and resource in accordance with faculty targets.
- In association with the Assistant Head of School, Site Lead, Programme Coordinators and Practicum Manager, develop programme delivery plans that are consistent with programme aims, philosophy, curricular approach, clinical contracts, policies and procedures.
- Ensure the School reflects a commitment to high quality education and service, including liaison with relevant stakeholders such as NZ Nursing Council and the School of Nursing Advisory Committee.
- Build and maintain excellent relationships with external stakeholders including local Health Authorities, Public Health Organisations and any other key external stakeholders.
- Provide coordinated leadership and support for academic staff members and students in all undergraduate, post-registration and post-graduate nursing programmes.

- Be responsible for ensuring effective management of programme delivery, internal and external moderation, and evaluation consistent with programme aims, philosophy, curricular approach, contracts, Academic Board, NZQA and Nursing Council of New Zealand requirements.
- Support Programme Coordinators to achieve successful NZQA and Nursing Council approvals and accreditations, including adherence to audits and monitoring processes.
- Work with Assistant Head of School, Site Lead, and Programme Coordinators to ensure processes such as programme evaluations, feedback and Action Plans; lecturer evaluations; internal and external moderation; programme changes; annual reports and reports to monitors and others as required are effectively coordinated and managed.
- Work with Faculty Education Advisor to guide ongoing curriculum development and new course/programme development.
- Convene regular and effective School meetings, including as Chair of the Nursing Programmes Cluster Committee; be a key member of the Postgraduate Programmes Cluster Committee; and attend/serve on other academic, teaching and learning groups as appropriate.
- Provide effective line management within the School of Nursing, including recruitment and appointment of new staff, orientation, mentorship, probation and performance review processes.
- Meet regularly with teaching team members to discuss activities, plans, progress towards objectives.
- Participate in the Faculty Management Team to share information, and to inform strategic, developmental and collegial work.
- Effectively communicate with teams, School and Faculty staff, across the Institute and with stakeholders.
- Ensure there is a research strategy for the School of Nursing by enabling liaison with key stakeholders (RIC, research mentors, Professoriate) and supporting the School of Nursing and School of Health Science research committee.
- Maintain and operate Institute Quality Management System policies and procedures, including the production or approval of reports relevant to the School.
- Develop and evolve on-going School/programme marketing plans in association with team and Marketing Manager.
- Liaise with appropriate persons and groups in the community and more widely within the profession ensuring productive and effective stakeholder relationship.
- Undertake any other responsibilities or tasks, as negotiated with Executive Dean

#### **General Responsibilities:**

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

#### **Demonstrate commitment to:**

**Te Tiriti o Waitangi:** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre:** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity:** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence:** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

### **Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications**

- Current New Zealand Registered Nurse, with a current annual practicing certificate.
- A relevant postgraduate qualification or equivalent level of knowledge.
- Extensive nursing practice experience
- Knowledge and experience of curriculum development with undergraduate and post-registration nursing education frameworks and issues.
- Proven experience in leadership and management.
- Teaching and programme development experience in undergraduate and/or postgraduate health science/nursing education.
- An understanding of the principles of cultural safety, a commitment to the development of a culturally safe working and learning environment, and a commitment to parity of student success.
- An appreciation of te reo me ōna tikanga Māori.
- Ability to inspire and lead colleagues.
- Ability to plan, organise and achieve objectives.
- Ability to relate to staff and students at all levels.
- Ability to network with public, private, voluntary and iwi health and disability related agencies.
- High degree of professional judgement, personal initiative, commitment and integrity.

### **Ngā Uara o Te Aho a Māui | Values of EIT**

#### **Herea te momoho | Inspire success:**

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

#### **Herea te tangata | Nurture whanaungatanga:**

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

#### **Herea te mana | Act with integrity:**

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

**Herea te pono | Be committed:**

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

| <b>Document information – Office use only</b> |                            |
|-----------------------------------------------|----------------------------|
| <b>Document Name</b>                          | Position Description       |
| <b>Document Number</b>                        | HG184                      |
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| <b>Owner</b>                                  | People and Culture Manager |
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