Peer Assisted Study Sessions (PASS) Leader

Every day, people across Unitec are working with our students, enterprises and communities because we care about making lives better.

Position purpose:

A PASS Leader acts as a mentor to students. This primarily involves directing the students to undertake subject specific activities or addressing their queries according to PASS principles.

Key Areas	Key Responsibilities	Expected Outcomes
Unitec Kaupapa	• Demonstrate leadership of the Unitec Kaupapa (see below) by articulating, reinforcing and promoting the Kaupapa on a daily basis. • Uphold the values of the Unitec Kaupapa.	• The Unitec Kaupapa is actively articulated, reinforced and promoted. • Values are upheld, and positive feedback is received from key stakeholders.
Leader is a Peer Mentor	• Facilitate PASS sessions as agreed with the Network Pathway Academic Leader.	• Attend training prior to the first semester on how to facilitate PASS sessions. • To create a friendly and relaxed learning environment. • To promote independent learning.
Leader addresses students' needs and questions appropriately	• Use group activities, questioning technique and redirection of students' questions. • Refers any problems to the PASS Coordinators at the Learning and Achievement in the Student Experience Team and the Academic Leader.	• To ensure all students participate in learning activities. • Expected to attend lectures of the PASS courses assigned to them. • Conduct a few PASS sessions per week and undergo an evaluation process, for quality assurance purposes, at various times within the semester. • Queries raised in a timely manner and via the appropriate channels of escalation.
Leader integrates study skills	• Use group activities, questioning technique and redirection of students' questions.	• To ensure all students participate in learning activities.
Leader is well prepared for session	• Prepare session materials	• To engage students in learning activities.
Other Tasks/Projects	• Achieve other task/project related goals and performance objectives as assigned by and agreed with your Manager	• Agreed tasks met within required scope and timeframe

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Performance and Development Management	• Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy	• Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy
Wellbeing and Safety	• You will demonstrate commitment to our wellbeing and safety policies, procedures and guidelines and take reasonable care to look after your own wellbeing and safety at work, your fitness for work, and the wellbeing and safety of others. • You will be required to report any potential risks that could hurt you or others, incidents and near misses so the organisation can review, then eliminate or minimise harm or risk of harm. • Promote a culture of wellbeing and safety, including safe working practices and behaviours and sustainable environmental practices. • Model safe work practices and behaviours. • Identify and minimise business risks and compliance issues. • Partner with the Wellbeing and Safety team to align strategies and ensure a positive and engaged safety culture.	• Wellbeing and Safety measures are met or exceeded. • All risks effectively managed and no compliance issues. • Processes and culture reinforce our Kaupapa.

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Unitec

Unitec Kaupapa	Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows;	Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders.
	Our Partnership • Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki **Our Purpose** • Led by Te Noho Kotahitanga we manaaki the success of our learners and communities **Our Success** • Improve the success of all learners, progressing the goal of parity for Māori, Pacific and under 25s, enhancing the success of International learners and Disabled learners, and serving the educational needs of Tāmaki Makaurau • Provide high quality learning, teaching and applied research to develop work-ready lifelong learners • Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning • Build a financially sustainable organisation to invest in the future with an annual operating surplus **Our Values** • Rangatiratanga (Authority and Respect) • Wakaritenga (Legitimacy) • Kaitiakitanga (Guardianship) • Mahi Kōtahitanga (Co-operation) • Ngākau Mahaki (Respect) **Our Way** • A dynamic community of learners engaged in a culture of open inquiry	

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What you will bring

Role Related Experience

Essential
- An understanding or desire to learn te Reo Māori, tikanga Māori and the values and practices of kaupapa Māori
- Evidence of active engagement in building diverse, inclusive and equitable work places/environments
- Current Senior Student within Academic field that has shown high competence in the subject or a related area
- Strong interpersonal and communication skills
- Strong desire to help students to succeed academically

Desirable
- Good time management skills

Leadership competencies required

- **Fosters a Student-Centred Whānau**
  Building strong customer and student relationships and delivering solutions to the Unitec whānau

- **Engages with Difference**
  Harnesses the value that different perspectives and cultures bring to Unitec

- **Collaborates**
  Building partnerships and working collaboratively with others to meet shared objectives

- **Builds Trust**
  Gaining the confidence and trust of others through honesty, integrity, and authenticity

- **Ensures Accountability**
  Holding self and others accountable to meet commitments

- **Develops Self-Awareness and Reflective Practice**
  Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses

- **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**
  Takes responsibility as a partner in living Te Noho Kotahitanga

- **Cultivates Curiosity and Innovation**
  Examining the status quo, identifying opportunities and introducing real world solutions for improvement

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Financial Authority

Budget owner	No
Delegated Financial Authority as per Unitec's Delegations Policy	No
Responsible for new employee hire	No

People Management

Number of Direct Reports:	0
Number of Indirect Reports	0
Responsible for contract staff, and/or coaching, training of others	No

Dimensions of the position

Safety sensitive role:	Dependent on School
Children Act applicable:	Yes

Position Contacts and Relationships

Internal	External	Committees/Groups
Internal staff and stakeholders	External stakeholders	As required
Academic Leaders	Students	
Senior/ Lecturers		
Lab Technician		
The role reports to **Academic Leader for the relevant Academic Field.**		