

Position Description

Title	Dean, Te Kupenga – Catholic Theological College
Reports to	Chief Executive, Te Kupenga – Catholic Leadership Institute
Date	June 2020
Location	Auckland, New Zealand

Background

This is a new position arising from the merger of two Catholic tertiary education providers – Good Shepherd College (GSC) in Auckland and The Catholic Institute of Aotearoa New Zealand (TCI). They merged into a single organisation – *Te Kupenga – Catholic Leadership Institute* - on 1 January 2020.

Te Kupenga is owned by the six diocesan Bishops acting as Trustees and governed by a newly-formed Board. *Te Kupenga* incorporates three operating entities: the **Catholic Theological College**, responsible for providing approved tertiary qualifications primarily to people exercising or preparing for ministry within the New Zealand Catholic Church, including seminarians and teachers in Catholic schools; the **National Centre for Religious Studies**, responsible for curriculum design and resourcing for religious education in Catholic schools and support for adult faith formation; and the **Nathaniel Centre**, responsible for research and advocacy on bio-ethical issues.

Purpose & style

The purpose of the new position of Dean is to lead the Catholic Theological College, building on the work that has occurred to ensure there is an integrated, academically sound and high-performing community of scholars. This academic community will be central to achieving the Bishops' vision for skilled and collaborative education, leadership, ministry, witness and voice in and from the New Zealand Catholic church.

The Dean will be the academic face and voice for the Catholic Theological College and will need a high level of personal credibility and academic reputation. They will cultivate trusted relationships with the Trustees, other church leaders, stakeholders and partners, and keep the Te Kupenga Chief Executive and Board fully informed on agreed priorities and deliverables.

Responsibilities & key tasks

The Dean is responsible and accountable as follows:

Academic leadership

Lead the academic ethos, culture, standards and practices of the Catholic Theological College (CTC) to ensure high-quality, accessible and authentic Catholic tertiary education:

- Develop and verify the learning and teaching policies and procedures underpinning the CTC quality management system
- Oversee teaching practice to ensure consistent quality and effectiveness
- Oversee and advise on enhancements to CTC's student-facing systems and technology (especially student management and on-line learning systems)
- Foster an active research culture among CTC academics, leading to successful engagement with government and other funders of applied research and both visibility and voice through academic, Catholic and community channels

- Lead or contribute to internal and external consultation and co-ordination bodies which support CTC's academic performance
- Maintain strong relationships with the Holy Cross and Marist seminaries, Diocesan education managers, and other partner organisations.

Academic staff

Develop an integrated academic faculty imbued with a spirit of scholarship and service to the Church and wider community:

- Engage academic staff in developing a collegial and productive workplace culture
- Manage academic staff: oversee induction, performance planning, monitoring and appraisal, workload allocation and problem resolution
- Oversee professional development for academic staff, including conference participation and sabbaticals
- Advise the Chief Executive on recruitment and proposed remuneration for academic staff, and funding for professional development.

Academic programmes

Ensure that CTC offers a coherent mix of programmes suited to the professional requirements of the Church, including seminarian formation and teacher training, and maintain accreditation with and the confidence of tertiary education regulators and partner institutions:

- Oversee processes for enrolment, student guidance, pastoral care, academic assessment and moderation, academic honesty, recognition of prior learning and scholarships
- Lead the development, delivery, moderation and review of CTC's programmes and courses
- Consult stakeholders on their expectations and requirements for student learning outcomes and ensure that course content and assessment tasks support those outcomes
- Review student and faculty feedback on courses, along with achievement and completion data, and ensure improvements are made as needed
- Lead CTC's response to the aspirations of Māori and Pasifika students and communities, displaying high expectations for their learning
- Work with the Chief Executive to actively develop partnership opportunities within or beyond New Zealand which have the potential to deliver value to CTC's students and stakeholders.
- Oversee compliance with and reporting to tertiary education regulators and partner institutions, as required.

Organisational leadership

Make a significant contribution to the overall development and performance of *Te Kupenga* as a member of the leadership team, taking collective responsibility for:

- Ensuring that the essential elements of a quality operational environment are in place and work reliably, including academic and business policies and procedures, risk management, financial management, health and safety and statutory and regulatory compliance
- Maintaining high academic standards in teaching and research, delivering a quality learning environment for students, and continually refreshing courses and programmes/qualifications to meet the needs of the contemporary Church
- Promoting study and adult formation opportunities to the Catholic and wider community to support student growth and financial sustainability
- Fostering the mindset and disciplines of continuous improvement, quality management and student-centred service.

Person Specification

Qualifications & experience

- Sound understanding of the contemporary characteristics and challenges of the Catholic Church in New Zealand
- Evidence of significant contributions to teaching, administration, and/or research in an education context
- Management experience in either a faith-based education or tertiary education organisation, or both
- Sound understanding of the tertiary education system in New Zealand and trends in effective pedagogy and outcome-based appraisal and funding
- A doctoral qualification in theology or a related discipline would be desired but is not essential

Competencies

- Academic leadership: demonstrated ability to form and lead a community of scholars, committed to high standards in learning, teaching, and research, and to a culture of collaboration, student-centred service, and continuous improvement
- People leadership: demonstrated ability to foster teamwork, reflective practice and professional development in an education setting
- Operational management: demonstrated ability to set and sustain standards and practices for quality delivery in an education environment, along with sound business practice and financial management
- Delivery skills: demonstrated ability to get things done, using project management, problem-solving and time management skills and a commitment to personal productivity
- Relationship management: demonstrated ability to conduct important relationships with integrity, confidence and tact, and to address any issues promptly and with a view to long-term mutual benefit.

Attributes

- Well-rounded Catholic spirituality
- Emotionally mature and intelligent
- Ethical, respectful and collaborative in working relationships
- Self-aware and persuasive communicator
- Confident in bi-cultural and cross-cultural settings
- Energy, initiative and drive to set a challenging pace and achieve important results on time
- Prudent and risk-aware steward and decision-maker
- Interested in technology as an enabler for learning, delivery and growth.

Authority

Financial, managerial and representational authorities to be specified in the letter of appointment.

Applications

Interested applicants are welcome to contact Dr Areti Metuamate, Chief Executive of Te Kupenga, to discuss this position. Ph: +64 (0)4 819 8380, Email: a.metuamate@tekupenga.org.nz.

Applications consisting of a **cover letter**, **curriculum vitae**, and details of at least **three referees** can be sent to Dr Metuamate by email. Applications will remain open from 1 June 2020 until the position is filled and interviews will be arranged as necessary for short-listed candidates.