

JOB DESCRIPTION

POSITION	Senior Lecturer
BUSINESS UNIT	Clinical Education
RESPONSIBLE TO	Head of Clinical Education
LAST UPDATED	February 2025

Our Vision

We are a trusted and reliable ambulance service providing excellence in emergency response and connected services that move our communities to better health.

Our Purpose

Wellington Free Ambulance exists to deliver an ambulance service that excels in emergency response and clinical communications underpinned by proactive partnerships to deliver equitable health and wellbeing outcomes for our community.

Our Values



JOB PURPOSE

To provide high-quality education and assessment, preparing students to deliver effective health outcomes within their communities. Senior Lecturers are responsible for developing and delivering evidence-based, best-practice educational content, ensuring alignment with current methodologies and professional standards. A key aspect of this role is the ability to adapt learning approaches to meet the diverse needs of individual students. Senior Lecturers will lead the delivery of programs for both the Paramedic degree and postgraduate qualifications, fostering student success in both academic and clinical environments.

CONTEXT THAT THIS ROLE OPERATES WITHIN

Organisational perspective

Wellington Free Ambulance (WFA) is the only emergency ambulance service for Greater Wellington and Wairarapa, a population of around 500,000 people.

As well as over 53,000 emergency ambulance responses annually, WFA operates a clinical communications centre, answering over 235,000 calls a year, provides over 40,000 patient transfers for people to attend scheduled medical appointments, and provides medical event services to thousands of people at over 500 events across the region.

For almost 100 years WFA has proudly honoured the founding principle of our organisation to provide a free and accessible emergency health service to our community.

As an essential health service, WFA receives around 82% of our funding from Government and ACC contracts. The community contributes over \$7 million each year through fundraising to ensure WFA services can remain free of charge

Business Unit Perspective

The Clinical Education Team (CET) deliver high quality learning and development programs both internally and externally. The CET utilise best practice clinical education techniques to help Wellington Free Ambulance provide leading edge patient care and be a great place to work.

The Clinical Education team provide:

- Authority to practice (process oversight, moderation of assessments and selection of preceptors)
- Driver training
- National diploma in Ambulance Practice
- Ongoing continuing professional development for all staff (including online learning via Kete)
- Revalidation
- Teaching staff for the Whitireia BHSc. (Paramedic) and post graduate programmes

KEY ACCOUNTABILITIES

KEY RESULT AREA	ACCOUNTABILITIES
Delivery of quality (internationally accredited) academic programme	<ul style="list-style-type: none">• Organise, design, and deliver teaching and assessment as required by the Whitireia WelTec School of Health in core and specialist subjects related to paramedicine• Maintain leading edge knowledge in paramedic medicine and education standards• Deliver programmes that utilise best practice learning methodologies
Provision of evidence-based education	<ul style="list-style-type: none">• Be actively involved in curriculum development to meet current best practice and current requirements in paramedic practice• Contribute to the development and implementation of education and assessment programmes that are evidence-based• Continue to develop own teaching practice and skills• Establish and maintain accurate student records and provide timely information as required by the polytechnic or authorised external bodies.• Educational materials are developed using an auditable ADDIE process and approved before delivery by the Programme Leader (or designate).

KEY RESULT AREA	ACCOUNTABILITIES
Contribution to Faculty	<ul style="list-style-type: none"> • Represent the faculty as required with internal or external stakeholders/organisations. • Evidence of participation in the professional and academic life of the faculty.
Learning, Research and Development	<ul style="list-style-type: none"> • Advance knowledge in the practice of teaching and learning in paramedicine • Maintain and enhance own credentials required to teach the programme and practice as a clinician if appropriate. • Research plan relevant to the subject speciality and teaching programme is developed and implemented. Research is undertaken (as agreed). • Achieve institution ROMS and/or evidence of participation in professional and academic dynamism
Programme Development	<ul style="list-style-type: none"> • Employ best practice in teaching and learning, to meet the learning needs of students, through the development of teaching materials, forms of pedagogy, andragogy, or appropriate teaching collaborations. • Implement innovation and enhancement in teaching and learning • Contribute to the effective outcome of the programme. • Ensure Industry/professional knowledge is current and reflected in programmes developed and delivered.
Delivery and Implementation of Academic Learning	<ul style="list-style-type: none"> • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. • Supervise, assess, and examine student work and provide relevant and timely feedback. • Provide effective support to students, including pastoral care, and proactively identifying engagement and achievement issues • Contribute to strategies to enhance the overall student experience • Programme graduates are work-ready or prepared for further study. • Ensure that the teaching content and methods of delivery are in accordance with equal opportunities and respond to issues relating to staff and student needs
Work in Partnership with WFA and Whitireia colleagues	<ul style="list-style-type: none"> • Attend team meetings where feasible and contribute to education development within Wellington Free Ambulance through research. • Contribute to the accreditation of courses and quality control processes. • Represent Wellington Free Ambulance and Whitireia in academia/paramedic profession as required • Engage in the wider institution agendas (e.g., equity and diversity, sustainability) strategies and policies. • Serve on departmental committees as required • Work in accordance with Whitireia's Health and Safety standards

KEY RESULT AREA	ACCOUNTABILITIES
	<ul style="list-style-type: none"> Collaborate with colleagues across WFA on course development, curriculum changes and the development of research activity as required
Living WFA's values: WFA is a values-based organisation, and employees should be committed to upholding our company values. Our values represent who we are, where we're going and who we're taking with us.	<ul style="list-style-type: none"> Be authentic, original true Mā pango mā whero ka oti te mahi Act with kindness Aroha atu, aroha mai Lead by example Mahia te mahi, hei painga mo te iwi Keep getting better together Whaia e koe te iti kahurangi
Health and Safety: Complies with responsibilities under the Health & Safety at Work Act 2015. In the performance of assigned duties, maintains and actively participates in supporting a safe and healthy workplace	All employees are responsible for: <ul style="list-style-type: none"> Working in a safe manner to prevent risk of harm to themselves, others, or the environment. Complying and cooperating with any reasonable instruction, WFA health and safety policies and procedures and legislative requirements. Reporting hazards, risks, and incidents (accidents, harm, and near misses), and ensuring reporting and recording is in accordance with WFA policies and procedures. Participating in incident investigations and taking an active role in rehabilitation following an injury or illness. Alerting managers and health and safety representatives to any observed unsafe behaviours or situations. Actively participating in health and safety training and alerting manager(s) where additional training or support may be required.

RELATIONSHIPS AND DELEGATIONS

REPORTING STRUCTURE	Manager:	Head of Clinical Education
	Peers:	Lecturers, Clinical Educators
	Direct Reports:	Nil
KEY RELATIONSHIPS	Internal:	Whitireia Faculty staff Whitireia students Line Managers Clinical Education Team Whitireia Programme leader WFA Management team
	External:	NZQA, Te Kaunihera Manapou Paramedic Council, NZRC, AUT peers, CPG working groups. HHSTJ, CCDHB
DELEGATIONS & AUTHORITIES	Delegation Level:	Nil

CAPABILITY PROFILE

CORE COMPETENCY	KEY BEHAVIOURS
Approachability	<ul style="list-style-type: none"> • Is easy to approach and talk to • Spends the extra effort to put others at ease • Can be warm, pleasant, and gracious • Is sensitive to and patient with the interpersonal anxieties of others • Builds rapport well • Is a good listener • Is an early knower, getting informal and incomplete information in time to do something about it
Composure	<ul style="list-style-type: none"> • Maintains calm and focus in high-pressure situations • Responds constructively to challenges • Demonstrates emotional maturity and professionalism in difficult circumstances • Can manage stress and will seek support to manage stress if needed • Can adapt to unexpected events • Handles resistance or obstacles with patience and resilience, staying solution-oriented • Is a settling influence in a crisis
Planning	<ul style="list-style-type: none"> • Accurately scopes out length and difficulty of tasks and projects while maintaining personal boundaries for health and well-being • Sets objectives and goals • Breaks down work into the process steps • Develops schedules and task/people assignments • Anticipates and adjusts for problems and roadblocks • Measures performance against goals • Evaluates results
Presentation skills	<ul style="list-style-type: none"> • Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses • Is effective both inside and outside the organisation • Commands attention and can manage group process during the presentation • Can change tactics midstream when something isn't working
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Doesn't misrepresent her/himself for personal gain
Te Tiriti o Waitangi and Cultural Expertise	<ul style="list-style-type: none"> • Demonstrates understanding of the principles of te Tiriti o Waitangi and their contemporary application to WFA's work • Applies tikanga in relevant work situations
Cultural Competencies	<ul style="list-style-type: none"> • Wellington Free Ambulance is committed to its responsibility to Māori and its responsibility to Pasifika. In that regard there is an expectation of continued learning and development of all staff in this area.

OTHER ASPECTS OF CAPABILITY NOT COVERED BY THE ABOVE COMPETENCIES

Knowledge and Experience

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Demonstrated experience in delivering adult education.• Minimum of 3-5 years operational experience as a Paramedic or in urgent/unplanned care.• Sound understanding of the principles of adult learning – including applying ADDIE and intergenerational learning needs.	<ul style="list-style-type: none">• Teaching in an academic institution (polytechnic or similar)

Professional Qualifications / Accreditations / Registrations:

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• A minimum Paramedic Registration (or equivalent skills/knowledge)• Relevant undergraduate degree• Current annual practising certificate (if appropriate)• Relevant Masters degree qualification or equivalent experience and/or relevant adult teaching qualification or equivalent	<ul style="list-style-type: none">• Experience in Specialist role Paramedic level• PhD, or DHSc qualification(s)

Hours of Work

The normal working week will be Monday to Friday, however the nature of the duties may require work outside the normal hours from time to time. This may include evening or weekend work.

Changes to Job Description

From time to time as an organisation evolves job descriptions may need to be reviewed and may need to be changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Employees may be measured against core competencies as part of their performance development.