

# ROLE DESCRIPTION



*He kura te tangata*

<b>Position title</b>	<b>Tutor in Mathematics</b>
<b>Primary work unit</b>	School of Mathematics and Statistics
<b>Responsible to</b>	Ginny Whatarau, School Manager
<b>Responsible for</b>	No direct reports
<b>Position status</b>	Scheduled Tutorial Timetable
<b>Hours of work</b>	Scheduled Tutorial Timetable
<b>Hourly Rate</b>	\$19 to \$32 per hour based on timesheet 8% Holiday pay is paid as you go
<b>Our vision</b>	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
<b>Our mission and purpose</b>	Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
<b>Our values</b>	Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

## Victoria – our university

Victoria University of Wellington is New Zealand's globally-minded capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. Victoria values the expertise of its professional staff in supporting and enabling teaching, research and engagement activities.

Victoria is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, iwi, community groups and many other external stakeholders. All professional staff are expected to uphold the reputation of Victoria through the way they undertake their work.

Victoria is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to Victoria's Strategic Plan.

*Mā te rautaki tātou e koke whakamua*

(via the strategy we strive to move forward together)

For further information about Victoria go to [www.victoria.ac.nz](http://www.victoria.ac.nz) and [Welcome to Victoria](#).

### Position purpose

The Tutor in Mathematics is to help students learn, review content with them, explain how to solve problems and check completed work. A Tutor in Mathematics may also help students develop study skills and organisation techniques to help improve their academic performance. Tutors are an integral part of course delivery and provide a fundamental and supportive link between lecturers and students. This particular position is during university scheduled teaching timetable.

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### Position location

The Tutor in Mathematics is located within the School of Mathematics and Statistics which offers specialist study options in mathematics, statistics, data science and engineering mathematics .

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### Strategic context

The School of Mathematics and Statistics contributes to the Faculty of Science strategy through the provision of high quality courses and services. The Tutor in Mathematics will help the School and Faculty achieve their goals by contributing as a client-focused and effective member of the School's tutoring team.

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### Key responsibilities

#### Teaching and Learning

- To teach in the mathematics curriculum as directed by the Course Coordinator/s and or the Senior Tutor/s.
- Respond to students' needs and welfare by referring students to appropriate student support services
- Assist Senior Tutors and or Course Coordinators with lesson and assessment preparation.

#### Outcome

To teach university students various mathematical concepts, processes, and computations to the school's curriculum

#### General Administration

- Participates in school and or university wide meetings, committees, training and events as required
- Marking of student course work to the university standards and within agreed timeframes
- Performs other related duties as assigned

#### Outcome

To provide efficient and effective administration related to the course work being assigned

## Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Teamwork	Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures

## Selection criteria – essential

- Reasonable understand of mathematical concepts, processes, and computations to the school's curriculum
- A strong client service focus
- The successful candidate will have excellent communication both verbal and written
- Ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
- Proven ability to work as a team member
- Knowledge of Word, Excel, Internet, Social Media and PowerPoint. A reasonable level of word processing keyboard skills

## Delegations

There are no delegated authorities for this position.

Use this form if you're receiving salary or wages as an employee.

If you're a contractor or use a WT tax code, you'll need to use the *Tax rate notification for contractors (IR330C)* form.

## Once completed:

**Employee** Give this form to your employer.

If you receive a payment such as a benefit or superannuation, **return this form to Work and Income.**

**Employer** Do not send this form to Inland Revenue. You must keep this completed IR330 with your business records for seven years following the last wage payment you make to the employee.

When an employee gives you this form you must change their tax code, even if you have received different advice in the past.

## 1 Your details

First name/s (in full)

Family name

IRD number

(8 digit numbers start in the second box. 1 2 3 4 5 6 7 8 )

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## 2 Your tax code

You must complete a separate *Tax code declaration (IR330)* for each source of income

**Choose only ONE tax code** Refer to the flowchart on page 2 and then enter a tax code here.

If you're a casual agricultural worker, shearer, shearing shed-hand, recognised seasonal worker, election day worker or have a tailored tax code refer to "Other tax code options" at the bottom of page 2, choose your tax code and enter it in the tax code circle.

Tax code

## 3 Declaration

Signature

Day	Month	20		Year			

**Give this completed form to your employer.** If you don't complete Questions 1, 2 and 3, your employer must deduct tax from your pay at the non-notified rate of 45 cents (plus earners' levy).

## Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

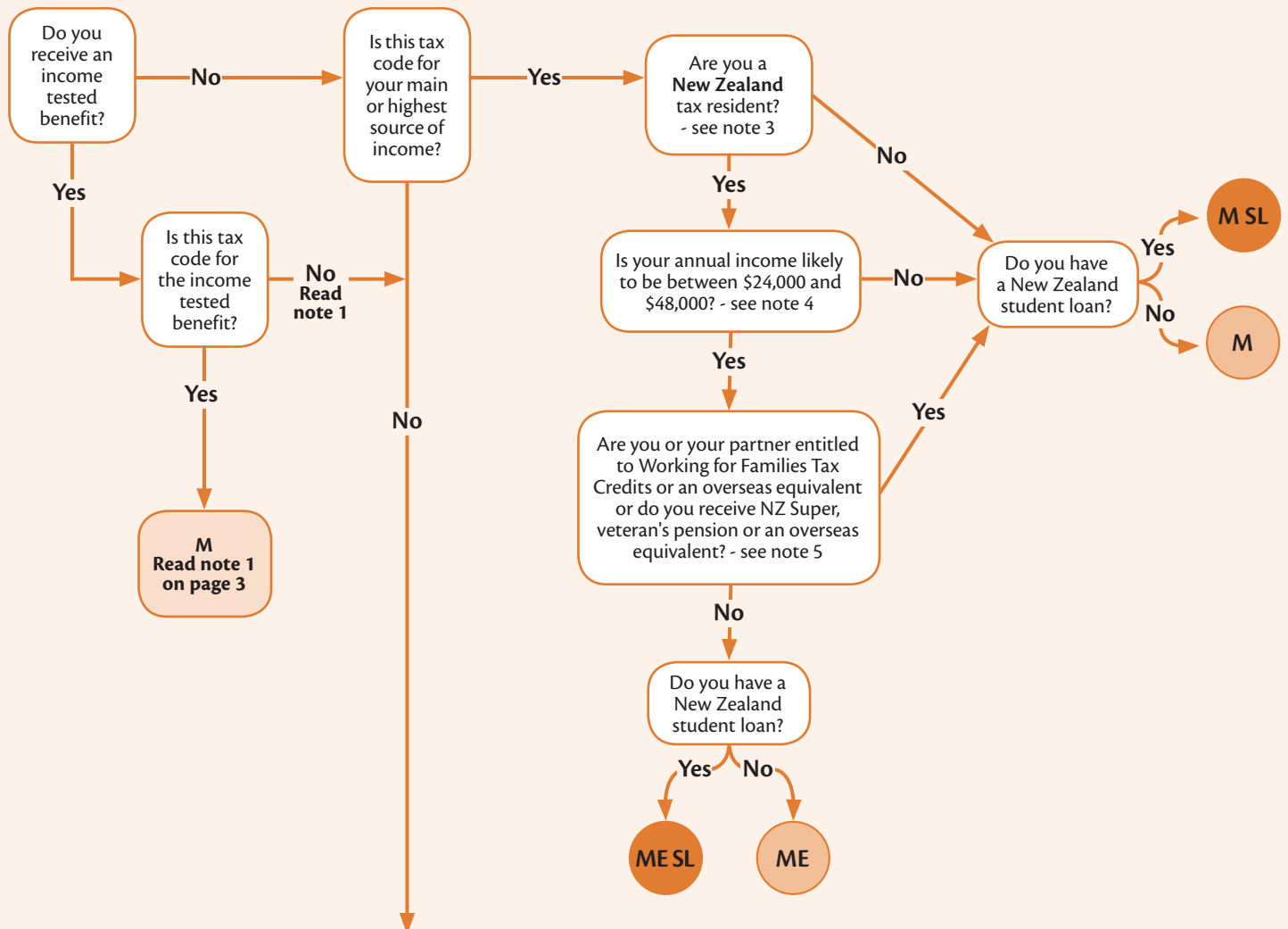
We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Contact us on 0800 377 774 for more information. For full details of our privacy policy go to [www.ird.govt.nz](http://www.ird.govt.nz) (keyword: privacy).

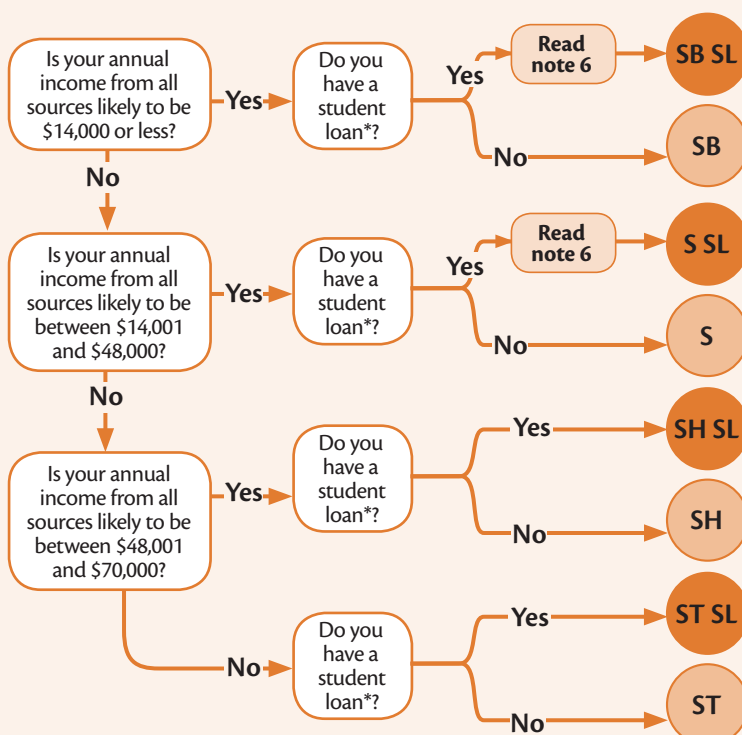
## Salary and wages – main or highest source of income

Choose your tax code here if you receive salary or wages. See secondary income and other tax code options below for secondary jobs or income from other sources



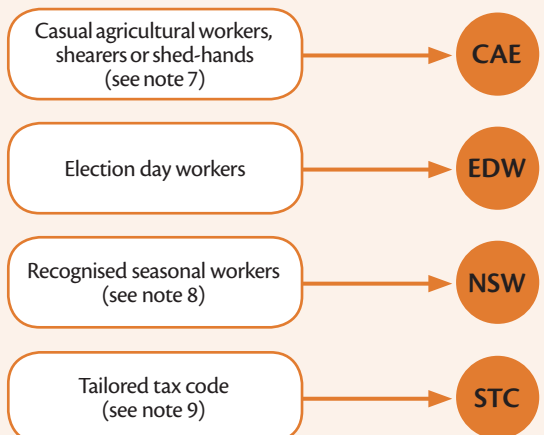
## Secondary income

Use this flow chart for your secondary income source



## Other tax code options:

Use the tax code shown if you receive any of the following types of income or you have a tailored tax code



\* Relates to New Zealand student loans only

When you've worked out your tax code, enter it in the tax code circle at Question 2 on page 1.

**Important:** You may need to change your tax code if your circumstances change during the year. For example:

- you take out a student loan or pay it off
- start or stop being eligible to use ME or ME SL (see note 5 below)
- you have a second job and your income decreases or increases, changing the code you should be using.

## Notes to help you complete this form

1. If you receive a **benefit from Work and Income** (other than a student allowance, NZ Super or Veteran's Pension) you must use the "M" tax code for this income. **You must use the secondary income section on page 2 to work out your tax code for any other taxable income.**  
If you choose a secondary tax code of "S" or "S SL" and you'll earn more from your secondary job than your benefit, you may pay more tax than you're required to for that job. You can apply for a **tailored tax code** so that the right amount of tax is deducted - see note 9 for more information about tailored tax codes.
2. **Source of income** means income such as salary, wages, weekly accident compensation payments, NZ Super, Veteran's weekly compensation, Veteran's Pension or student allowance.
3. You are a New Zealand tax resident in any of these situations:
  - You've been in New Zealand for more than 183 days in any 12-month period and haven't become a non-resident.
  - You have a permanent place of abode in New Zealand.
  - You're away from New Zealand in the service of the New Zealand Government.
4. Your **annual income** is your total income (before tax is deducted) from all sources, from 1 April to 31 March, excluding losses carried forward from a previous year.
5. If you or your partner are entitled to receive Working for Families Tax Credits (WFFTC) or an overseas equivalent, or if you receive NZ Super, Veteran's Pension or an overseas equivalent of any of these, your tax code is "M" (or "M SL" if you have a student loan). You're not eligible to use "ME" or "ME SL".  
For more information about WFFTC go to [www.ird.govt.nz](http://www.ird.govt.nz)
6. You may be eligible for a repayment deduction exemption on your salary and wage income if you:
  - have a student loan
  - are studying full-time in New Zealand
  - expect to earn below the annual repayment threshold from all sources
  - earn above the pay-period repayment threshold.If you have a student loan and you choose "SB SL" or "S SL" for your tax code, you may pay more towards your student loan than you need to. If you earn under the pay period repayment threshold from your main job, you can apply for a special deduction rate to reduce your student loan repayment deductions on your secondary earnings.  
For more information about repayment deduction exemptions and special deduction rates go to [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans)  
If you already have a repayment deduction exemption or special deduction rate for your student loan but your circumstances have changed, you'll need to update your details so we can check you're still eligible. You can do this at [www.ird.govt.nz](http://www.ird.govt.nz) or by calling 0800 227 774.
7. **Casual agricultural workers** are people engaged in casual seasonal work on a day-to-day basis, for up to three months. This includes shearers and shearing shed-hands.
8. If you are a recognised seasonal worker or hold a work visa as foreign crew of a vessel fishing New Zealand waters, you will use the "NSW" code. **Recognised seasonal workers** must be employed by a registered employer under the Recognised Seasonal Employers' Scheme and are employed in the horticulture or viticulture industries. You must have a Recognised Seasonal Employer Limited Visa/Permit. See [www.immigration.govt.nz](http://www.immigration.govt.nz) (search keyword: seasonal).
9. If you have a current **tailored tax code** certificate, enter "STC" as your tax code on page 1 and show your original tailored tax code certificate to your employer.  
A tailored tax code is a tax deduction rate worked out to suit your individual circumstances. You may want one if the regular tax codes will result in you not paying enough tax or paying too much. For more information go to [www.ird.govt.nz](http://www.ird.govt.nz) or contact us on 0800 227 774. You can apply for a tailored tax code in myIR or complete a *Tailored tax code application (IR23BS)* form. Go to [www.ird.govt.nz](http://www.ird.govt.nz) (search keyword: IR23BS).
10. If you need help choosing your tax code go to [www.ird.govt.nz](http://www.ird.govt.nz) or contact us on 0800 227 774.



**KS2**  
May 2016



**KiwiSaver™**  
*Poua he Oranga*

## KiwiSaver deduction form (employee to complete and give to employer)

*KiwiSaver Act 2006*

- starting new employment
- an existing employee and want to opt into KiwiSaver
- a KiwiSaver member and want to change your contribution rate.

- You are not a New Zealand citizen, or are not entitled to stay in New Zealand indefinitely, or
- You are over the age of eligibility for New Zealand Superannuation (NZ Super: 65 years and over).

**Please read the notes on the back to help you fill in this form**

1. Are you a KiwiSaver member? ☐ Yes. Go to Question 2 ☐ No. Go to Question 3

2. Are you on a contributions holiday? ☐ Yes See note below ☐ No. Go to Question 3

If you have a contributions holiday notice you must show it to your employer to prevent them making KiwiSaver deductions. If you have lost your notice, you can get a replacement by calling us on 0800 549 472.

**3. Your IRD number**    If you don't know your IRD number or you don't have one, call us on 0800 549 472

4. Your name  Mr  Mrs  Miss  Ms  Other   
Put a dash to indicate your title

First names

Surname

**5. Your postal address**

Street number				Street address or PO Box number															
Suburb, box lobby or RD																			
Town or city																Postcode			

6. Your contact numbers

[illegible]

8. Choose a contribution rate:  3%  4%  8%

You can only choose 3%, 4% or 8%. If you don't choose a rate, the default rate of 3% will be deducted.

**9.** I declare that the information I have provided on this form is true and correct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Date

**Please give this completed form to your employer**

**This form is to provide your details to your employer if you are:**

- starting new employment
- an existing employee and want to opt into KiwiSaver
- a KiwiSaver member and want to change your contribution rate.

### **Starting new employment**

If you're not already a KiwiSaver member, you will be automatically enrolled and your employer will begin making KiwiSaver deductions from your first payment of salary or wages. However, you can opt out at any time on or after day 14 and on or before day 56 of starting new employment - see your KiwiSaver information pack for details.

### **Existing employees who want to become KiwiSaver members**

You can enrol in KiwiSaver by completing this form and giving it to your employer. Your employer will determine if you are eligible and then send your information to Inland Revenue and start making KiwiSaver deductions for you.

**Note:** If you opt in, you cannot opt out. We suggest you get financial advice before deciding to opt into KiwiSaver.

### **Existing KiwiSaver member**

If you are already a member, your employer will begin making KiwiSaver deductions for you unless you show them a contributions holiday notice - you'll find more information in your KiwiSaver information pack or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 549 472.

### **Contribution rate**

KiwiSaver contributions will be deducted from each payment of your salary or wages. You may choose a contribution rate of 3%, 4% or 8% of your before-tax payment. If you don't choose a rate, the default rate of 3% applies. If you want to contribute more you can make voluntary contributions directly to your scheme provider or to Inland Revenue.

If you want to change your contribution rate, complete sections B and C of this form and give it to your employer.

Your employer may also choose to contribute on your behalf. They may attach conditions to this arrangement and you may want to talk to your employer or your employee representative before entering an agreement.

If your employer does contribute on your behalf, you have some flexibility about how this affects your contribution rate - you'll find more information in your KiwiSaver information pack or go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 549 472.

### **Privacy**

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Call us on 0800 549 472 for more information. For full details of our privacy policy go to [www.ird.govt.nz](http://www.ird.govt.nz) (keyword: privacy).

### **What an employer should do with this completed form**

**Employer** - don't send this form to Inland Revenue. If the new employee is subject to automatic enrolment or an existing employee opts in, use this information to assist you to complete the KS 1. Keep this form with your business records for seven years following the last salary or wage payment you make to the employee.

For more information about KiwiSaver go to [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or call us on 0800 549 472.



# Victoria University of Wellington - New Employee Information Form

Your personal information will be stored securely and used for Victoria University's authorised functions and activities.

## Previous Employment (within last 12 months)

If you have previously worked at Victoria University in the last year and all your personal details (covering the following checklist / form below) have not changed, please sign here to confirm this is accurate and true as per the declaration (Part F).

Employee signature

Date

## Checklist – Please tick the boxes and ensure all of the documents are correctly provided with this form.

	<b>Signed Letter of Offer</b>
	<b>Official Identification</b> – preferably copy of Passport bio-date page (see Part B).
	<b>Visa</b> – a copy of your current visa, if required, which covers the dates you are employed for (see Part B).
	<b>Verified qualifications</b> (see Part D)
	<b>Bank Account</b> (see Part E)
	<b>Tax Code Declaration Form (IR330)</b> – Note: incorrect information can lead to tax at 'no-notification' higher rates.

## Part A: Personal particulars

Please print clearly

### FULL LEGAL NAME

Surname / family name	First name	Middle name(s)	Title (Prof/Dr/Mr/Mrs/Ms/Miss)

### OTHER NAMES

Preferred name	Previous Surname

	Name employed under	Staff number if known	Approximate dates / years
If previously employed at Victoria			

Are you	Male <input type="radio"/> Female <input type="radio"/>	Do you identify as	Gender Diverse <input type="radio"/>
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Home address		Date of birth	D	D	M	M	Y	Y	Y	Y
Telephone (home)		Mobile								
Email (home)										

Emergency contact	Name	Relationship (optional)
Contact address		
Telephone	Other number	

## Part B: Work eligibility

### IMMIGRATION CONDITIONS

Please indicate category A or B	[A*]	NZ citizen <input type="radio"/> or resident <input type="radio"/> (please provide passport detail; if none, a verified copy of NZ birth certificate)																
	[B*]	Australian citizen <input type="radio"/> or permanent resident <input type="radio"/> Other <input type="radio"/> (please state)																
*Passport (copy of bio page required)	Passport Number		Date expires	D		D		M		M		Y		Y		Y		Y
	Passport Nationality																	

### VISA

If you are not a NZ or Australian citizen / permanent resident a copy of your current visa enabling you to work at Victoria University in NZ **MUST** be attached with this form. Employment agreements will not be processed by Payroll without a copy of your visa. By signing this form you consent to Victoria University verifying with government agencies your entitlement to work in NZ. (e.g., through Immigration NZ's VisaView service).

### PREVIOUS CONVICTIONS & ACTIONS PENDING

Have you had any criminal convictions (excluding those which may be concealed under the Clean Slate Act*), or do you have any current actions pending (minor traffic offences do not need to be disclosed)?	Yes <input type="radio"/> No <input type="radio"/>
If you answered 'Yes', provide details here	

\*The Criminal Records (Clean Slate) Act 2004 means you do not have to advise the University of convictions that happened over seven (7) years ago, if you have had no new conviction since and never been sentenced to a custodial sentence. If you have ever had a conviction for a "specified offence" (e.g., sexual offending against children, young people or the mentally impaired) you are required to tell us. To see the list of offences that you need to tell employers about, look at [www.legislation.govt.nz](http://www.legislation.govt.nz).

**Part C: Additional personal information****Please print clearly**

Responses to the questions in this Part C will be used for statistical, benchmarking and reporting purposes; and to assist the University to meet its obligations under the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001.

**COUNTRY OF ORIGIN**

Please indicate your country of origin, for example, you may come from Austria, Malaysia or Zimbabwe.

Country of Origin (Birth) \_\_\_\_\_

**ETHNICITY**

Please indicate up to two (2) ethnic groups with which you most strongly identify, e.g. New Zealand Māori\*, Chinese, Samoan or NZ European/ Pakeha.

Ethnicity 1: \_\_\_\_\_ Ethnicity 2: \_\_\_\_\_

\*For staff who identify as New Zealand Māori, please provide all Iwi that you identify with in order of greatest association

**IMPAIRMENT/ DISABILITY**

Do you live with the effects of any impairment from disease or illness; accident or injury; existed at birth; natural aging?

Yes\* ☐ No ☐

\*If 'Yes', does your disability affect your (tick all that apply)

- |  |                               |                                 |
|--|-------------------------------|---------------------------------|
| <input type="radio"/> Agility                          | <input type="radio"/> Hearing | <input type="radio"/> Intellect |
| <input type="radio"/> Learning                         | <input type="radio"/> Memory  | <input type="radio"/> Mobility  |
| <input type="radio"/> Psychological/ Psychiatric state | <input type="radio"/> Seeing  | <input type="radio"/> Speaking  |
| <input type="radio"/> Other (please specify) _____     |                               |                                 |

**HEALTH**

Do you currently have, or have had in the past, any medical condition or injury that may affect your job performance, or be aggravated by the associated tasks of this position?

Yes# ☐ No ☐

#If you answered 'Yes', please provide further information here

**Part D: Qualifications and affiliations****QUALIFICATIONS** (attach VERIFIED copies of qualification certificates)

Abbreviation	Qualification Title	Conferring Institution	Country

**PROFESSIONAL AFFILIATIONS**

Abbreviation	Affiliation Full Title	Start Year	End Year

**Part E: Bank and tax information**

Bank Account	<input type="text"/>
Tax Form	Please ensure you accurately complete the IR330 tax form and return ( <a href="http://www.ird.govt.nz/forms-guides/keyword/businessincometax/ir330-form-tax-code.html">http://www.ird.govt.nz/forms-guides/keyword/businessincometax/ir330-form-tax-code.html</a> ).

**Part F: Declaration**

In signing this declaration:

- I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Notice (available at [www.victoria.ac.nz/privacy](http://www.victoria.ac.nz/privacy)); and
- I endorse that all information provided by me is true and correct in all respects. I also understand that if any false information is given or material suppressed I may be dismissed from my employment at Victoria University.

Employee  
Signature

\_\_\_\_\_

Date

\_\_\_\_\_