Aro tūranga
Position Description

A wānanga as provided under section 398D of the Education and Training Act 2023, is characterised by "Māori, and have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contribute to the setting of international indigenous standards of teaching and intellectual endeavours".

Programme Developer

location		
	Uepū / Wāhanga *Department*	Taumatua
	Takiwā / Rohe *District*	Te Puna Manaaki
	Wāhi Mahi *Location*	Te Awamutu

Reporting & remuneration		
	Whakatau ki *Reports to*	Poururuku, Curriculum Development
	Māka Pūtea *Salary Grade*	Level 7
	Māngai Pūtea *Financial Delegation*	n/a
	Wā Roanga *Tenure*	As per letter of offer

Stakeholders		
	Ngā Rōpu Whaihua *Functional Relationships*	**Internal** - Poururuku, CurriculumDevelopment and Akoranga - Kairuruku Tokokauneke and Akoranga - Key stakeholders within Te Wānanga o Aotearoa - Cultural Leaders - Other TWoA Kaimahi **External** - Iwi/Hapū - External Stakeholders (i.e. Contractors and Suppliers)

purpose		• Community • Subject Matter Experts
	Pūtake Tūranga *- Role Purpose*	The primary purpose of the Programme Developer is to lead the building and development of new and existing curriculum, assessments and resources for a range of delivery contexts and according to TWoA, NZQA, SSB's and TEC requirements. This includes creating and completing all teaching and learning resources for the assigned curriculum ensuring that all evidence, documents and supporting resources are fit for purpose and are of a high quality. This position has a broad focus on the development process and undertakes the development of new and existing curriculum for multiple delivery contexts and ensures quality curriculum documents and resources support the strategic goals of Te Wānanga o Aotearoa.

Key Performance Indicators	Success Factors
Curriculum Development	
- Provide exceptional planning and project management of assigned programme developments	- Planning is robust and evidenced and project milestones are reached for assigned programme developments
- Develop new programme documents for internal and external approval, including curriculum, supporting programme assessments, resources and related materials	- Curriculum and programme resources are developed to the required standard and within the prescribed timeframe and approved by TWoA, NZQA and other related stakeholders
- Facilitate stakeholder groups to consider current programmes and curriculum content in order to develop new programmes and curriculum content for suitability and relevance	- Feedback gathered to improve quality of re-developed programmes is considered and implemented upon robust analysis
- Re-develop existing programme documents for internal and external approval as required including supporting programme assessments, resources and materials	- All criteria and procedures within the programme development processes are completed and approved by TWoA, NZQA, the TEC and other related stakeholders.
- Complete all learning and teaching resources for assigned programme developments	- Learning and teaching resources are developed and completed to the highest quality and are available within the required timeframes in preparation for delivery - Positive tutor and tauira feedback on resources
- Co-ordinate and facilitate programme, resource and assessment forums to complete programme development applications to the required criteria and within the required timeframe	- Applications are completed on time and in accordance with TWoA, the TEC and NZQA approval and accreditation criteria, processes and requirements
- Maintain current knowledge of curriculum philosophy and practice especially as it applies to development in degree and postgraduate contexts	- Knowledge is current, relevant and applied appropriately
- Maintain current knowledge of teaching and learning resource development practices and associated tools for teaching and learning	- Knowledge is current, relevant and applied appropriately

- Contribute towards ongoing improvement of programme related policies, regulations, processes, procedures, guidelines and templates	- Engage in research and participate in project reviews to improve programme related policies, regulations, processes, procedures and guidelines

Relationships

- Collaborate with Planner – Programme Development to reach project milestones and achieve the team action plan	- Relationship with Planner – Programme Development is established and maintained and project milestones and team action plan are completed
- Provide mentoring (Tuakana) and guidance to Programme Development Advisors throughout programme developments	- Positive feedback provided from Programme development advisors and evidence of learning via completed projects and tasks
- Create and maintain relationships with internal and external stakeholders including community, iwi and employers	- Relationships are maintained and enhanced to support Te Wānanga o Aotearoa programme interest
- Work collaboratively with other kaimahi to achieve agreed outcomes within required timeframes	- Relationships with kaimahi are developed and maintained to achieve key performances indicators
- Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards	- Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA
- Practice and apply Ngā Uara & Ngā Takepū within day to day duties	- It is evident throughout practice that Ngā Uara & Ngā Takepū are carried out consistently

Administration & Reporting

- Work closely with the Planner – Programme Development to develop reports and report regularly to the Poururuku – Curriculum Development	- Reports are completed monthly via Planner – Programme Development - Administration requests are made within sufficient timeframes to Kaiwhakarite Matua

Kaupapa Matua

Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi; • Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions • Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.	• Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa • Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. • Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy

Kaimahi Experience

• Encourage and foster a productive environment that benefit all kaimahi. • Effectively utilise technology and automation, when possible, to provide streamlined access to	• Kaimahi are listened to and valued when communicated

- capabilities and insights that positively impact the day-to-day mahi.
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
- Stay abreast to current trends and developments to support and nurture kaimahi experience.

Health and Safety

• Comply with all health, safety and wellness policy and procedures • Recognise and address circumstances to prevent unhealthy or unsafe situations • Perform any manual duties in a safe and responsible manner • Report faults in accordance with policy • Process risk management forms and health and safety issues accordingly	• Health, safety and wellness policies and procedures are adhered to and complied with • Risk minimisation assessment is completed and any identified mitigation action taken • Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures • Faults are reported immediately to relevant personnel • Forms are completed that accurately reflect risks and health and safety issues.

Information Management

• Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere	• Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation

Other Duties

• Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications • Undertake professional development as identified • Attend hui kaimahi as requested • From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles	• Requests by the employer are undertaken • Professional development is undertaken as agreed • Hui are attended as required • Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:
- Master's Degree (Education preferred)
- Post Graduate Diploma Education
- NZQA 11551 and 11552 or equivalent skills and knowledge
- Full NZ Drivers Licence

Experience:

- 4+ years' experience in programme development (curriculum, assessment and resource) within ITP, PTE and/or Wānanga
- 2+ years' experience in on-line learning and e-learning development (preferred)
- 4+ years' experience in working with the NZQA Framework
- 4+ years' experience in project management or equivalent
- 4+ years' experience in an academic/education related role

Āhuatanga Māori:

- Actively engages in cultural activities and has an excellent understanding of āhuatanga Māori (values, culture and tikanga)
- Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification)
- Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour
- Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace

Technical Skills

Are the specialised skills and abilities required for a particular role	- Proven knowledge of NZQA Approval Guidelines (Levels 1-10) - Excellent research and advanced report writing skills including accuracy and adaptability (for varying audiences) - Intermediate to advanced knowledge of Microsoft suite applications (i.e. Outlook, Excel, Word, Power Point, Publisher) - Excellent facilitation skills - Proven skills in online learning platforms - Demonstrated ability to work in collaborative relationships - Demonstrated ability in project management - Excellent ability in programme development / writing - Advanced teaching skills