



## ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

<b>Tūranga</b> <i>Position</i>	<b>Kaiwhakahaere Tari</b> <b>Manager – Administration and Finance</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	<b>Aramātauranga</b>	
<b>Takiwā</b> <i>Region</i>	<b>Assigned Takiwā</b>	
<b>Wāhi Mahi</b> <i>Location</i>	<b>Assigned Location</b>	
<i>Whakatau ki</i> <i>Reports to</i>	<b>Te Aukaha Whakahaere</b> <b>Head – Operations</b>	
<b>Māka Pūtea</b> <i>Salary Grade</i>	<b>M4</b>	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	<b>TBC</b>	
<b>Wā Roanga</b> <i>Tenure</i>	<b>Permanent full-time</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Takiwā Management and Kaimahi at Sites within the Takiwā</li> <li>• Leads, managers and kaimahi from Te Puna Mātauranga support services.</li> <li>• Other Uepū, Wāhanga and Takiwā Managers and Kaimahi</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Iwi / Hapū</li> <li>• Community</li> <li>• External Stakeholders</li> <li>• Government Agencies</li> <li>• Suppliers and Contractors</li> <li>• Consultants</li> <li>• Internal Auditors</li> <li>• External Auditors</li> </ul>

### **Pūtake Tūranga – Role Purpose**

The primary function of the Manager – Administration and Finances is to support delivery operations with respect to provision of resources, facilities and services.

Key Performance Indicators	Success Factors
<b>Financial and Administration Planning</b> <ul style="list-style-type: none"> <li>- Contribute to the development and monitoring of the Takiwā budget and financial plans</li> <li>- Assist in the development of business cases to support projects and activities within the Takiwā</li> <li>- Implement and maintain financial, administration and procurement systems and processes in the takiwā</li> <li>- Co-ordinate administration and support services across the Takiwā delivery sites</li> <li>- Manage tauira debt processes in the takiwā</li> </ul>	<ul style="list-style-type: none"> <li>• 100% compliance TWoA policies and procedures</li> <li>• Business cases accurately reflect the benefits, expenditure and risk(s)</li> <li>• Administration and support services met service level agreements</li> <li>• Tauira debt is managed according to TWoA policies and processes</li> </ul>
<b>Property and Resource Management</b> <ul style="list-style-type: none"> <li>- Order and manage programme resource distribution</li> <li>- Manage Takiwā assets and property</li> <li>- Ensure Delivery sites provide consistent service to tauira and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Programme resources are correct and distributed to tauira within timeframes</li> <li>• Assets and property are compliant with external and internal expectations</li> <li>• 100% compliance with TWoA policies and procedures</li> <li>• Tauira and stakeholders record a 95% satisfaction level</li> </ul>
<b>People Leadership</b> <ul style="list-style-type: none"> <li>- Ensure that all human resource processes and practices meet TWoA HR policies and procedures and uphold TWoA as an employer of choice</li> <li>- Manage workforce levels (FTE and skill) to ensure that talent shortages and surpluses have no effect on the ability of the team to deliver a quality product/service</li> </ul>	<ul style="list-style-type: none"> <li>• Team members feel motivated, valued and supported to achieve agreed objectives and key performance indicators (360 feedback or agreed alternatives)</li> <li>• Direct reports achieve agreed objectives including professional development plans and skill advancement</li> <li>• Workforce analysis and plans are current and contribute to effective staffing levels for talent and operational needs (incl. cyclic variance)</li> <li>• Employment and performance issues are addressed in a timely manner and comply with HR policies and procedures</li> </ul>
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>- Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>- Perform any manual duties in a safe and responsible manner</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to all Safety and Wellness policies and procedures</li> <li>• Accidents and incidents are reported immediately to relevant personnel</li> <li>• Zero harm while carrying out duties</li> </ul>
<b>Other Duties</b> <ul style="list-style-type: none"> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>• Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</li> </ul>

*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 kaimahi's manager on an annual basis at performance review.*

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Diploma in Business / Commerce</li> <li>• Full NZ Drivers Licence (Clean - Class 1)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 4+ years' proven experience in a similar role</li> <li>• 2+ years' years demonstrated experience in staff management</li> <li>• Relevant operational management experience within the tertiary education sector</li> </ul> <p><b>Āhuatanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Actively engages in cultural activities and has an excellent understanding of āhuatanga Māori (values, culture and tikanga)</li> <li>• Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification)</li> <li>• Prepared to support kaimahi to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori</li> <li>• Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent relationship management skills</li> <li>• Sound understanding of management accounting and reporting.</li> <li>• Demonstrated understanding of administrative and financial systems and processes.</li> <li>• Understanding of procurement and property management processes.</li> <li>• Proven ability to analyse, investigate and interpret data, issues and situations</li> <li>• Sound understanding of risk management processes and procedures</li> <li>• Excellent planning and project/task management skills</li> <li>• Proven ability to develop and implement strategies</li> <li>• Sound understanding of strategy planning</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>He Rautaki Rangatiratanga (Strategic Leadership)</b> Formulating effective plans consistent with the TWoA strategic plan; reinforcing the Charter; taking a long-term view and acting as a catalyst for organisational changes; building a shared vision with others; influencing others to translate vision into action.</p> <p><b>He Huangā Whakariteritenga (Quality Decision Making)</b> Making well-informed and sound decisions; considering all relevant information, personal experience, perceived implications and exercising good judgement.</p> <p><b>He Ūmanga Whakamōhiotanga (Business Acumen)</b> Understanding the business; having and using knowledge of the organisation and external markets to identify potential risks, threats and opportunities; demonstrating business sense.</p> <p><b>He Pūkenga Whakaritenga (Negotiation Skills)</b> Exploring alternatives to reach outcomes that gain the acceptance of all parties; gaining acceptance to ideas.</p> <p><b>Whakahautūngia Tāngata (Leading Others)</b> Inspiring and guiding others towards goal accomplishment; fostering pride, passion and trust; encouraging motivation in direct reports and teams; setting performance expectations and providing development opportunities; providing constructive feedback.</p> <p><b>He Urunga Whakatutukitanga (Drive for Results)</b> Steering self and others to achieve or exceed results; overcoming obstacles; being concerned with a personal commitment to excellence and a focus on attaining goals; driving performance.</p> <p><b>He Mana Tāngata, He Whakapono Tāngata (Integrity and Trust)</b> Establishing credibility and trustworthiness through appropriate actions; being consistent, dependable and honest.</p>



Te Wānanga o Aotearoa

Te Wānanga o Aotearoa is one of New Zealand's largest tertiary education providers. We offer a comprehensive range of certificate to degree level qualifications to New Zealanders of all ages and walks of life.

Operating from over 80 locations throughout the country, we provide a unique learning environment. We aim to overcome barriers to learning, and to meet the needs of all within the communities we serve.

Guided by Māori principles and values, we take great pride in this nurturing and inclusive learning environment, as well as the depth and diversity of our courses in small business, computing, social work, teaching, Māori performing arts and te reo Māori.

Te Wānanga o Aotearoa has provided a fresh and vibrant alternative within the New Zealand tertiary education sector for 30 years, enhancing the skills and employment opportunities of more than 50,000 graduates.

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#### **Ko te Uaratanga – Our Mission**

Tauira success

Everything we do focusses on contributing to greater success for our tauira.

#### **Ko te Whakakitenga – Our Vision:**

Whānau transformation through education

We aspire to the collective success of our tauira, their whānau and communities

#### **Ko Ngā Uara – Our Values**

Our values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga are embedded in and woven through the actions we take to achieve successful outcomes for our tauira. Tauira success is what underpins our success as an organisation. Te Wānanga o Aotearoa defines its values as follows:

<b>Te Aroha:</b>	Having regard for one another and those for whom we are responsible and to whom we are accountable.
<b>Te Whakapono:</b>	The basis of our beliefs and the confidence that what we are doing is right.
<b>Ngā Ture:</b>	The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.
<b>Kotahitanga:</b>	Unity amongst iwi and other ethnicities; standing as one

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