



## 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><br><i>Position</i>                          | Placement Coordinator – Social Services                                                                                                                          |                                                                                                                                                                                                                                    |
| <b>Wāhanga</b><br><i>Department</i>                        | Delivery                                                                                                                                                         |                                                                                                                                                                                                                                    |
| <b>Takiwā / Rohe</b><br><i>District / Region</i>           | As confirmed in letter of offer                                                                                                                                  |                                                                                                                                                                                                                                    |
| <b>Wāhi Mahi</b><br><i>Location</i>                        | As confirmed in letter of offer                                                                                                                                  |                                                                                                                                                                                                                                    |
| <b>Whakatau ki</b><br><i>Reports to</i>                    | Kaiwhakahaere Ako (Manager Educational Delivery)                                                                                                                 |                                                                                                                                                                                                                                    |
| <b>Māka Pūtea</b><br><i>Salary Grade</i>                   | T4                                                                                                                                                               |                                                                                                                                                                                                                                    |
| <b>Māngai Pūtea</b><br><i>Financial Delegation</i>         | n/a                                                                                                                                                              |                                                                                                                                                                                                                                    |
| <b>Wā Roanga</b><br><i>Tenure</i>                          | As confirmed in letter of offer                                                                                                                                  |                                                                                                                                                                                                                                    |
| <b>Ngā Rōpu Whaihua</b><br><i>Functional Relationships</i> | <u>Internal</u> <ul style="list-style-type: none"> <li>• Social Services taura (students)</li> <li>• Kaiako (Social Services)</li> <li>• Kaiako Matua</li> </ul> | <u>External</u> <ul style="list-style-type: none"> <li>• Potential taura (recruitment and interviewing process)</li> <li>• Social Work Agencies</li> <li>• Relevant community networks</li> <li>• Local Advisory Groups</li> </ul> |

### **Pūtake Tūranga - Role Purpose**

Develop and co-ordinate fieldwork placements, co-ordinate or provide professional supervision and provide support to students with fieldwork requirements.

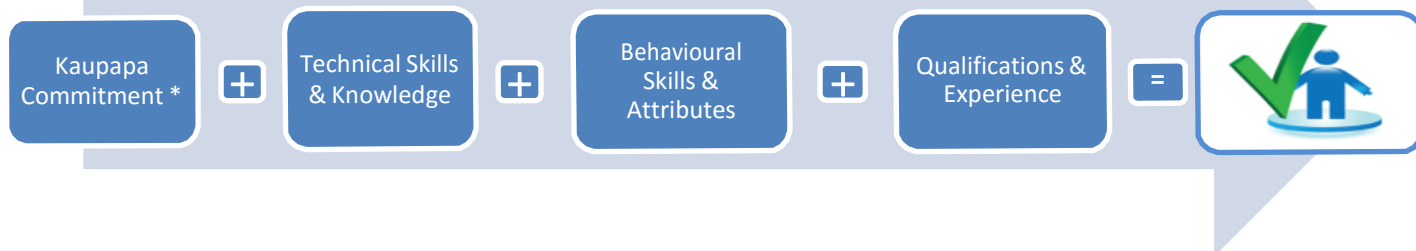
The position also involves undertaking teaching related duties as required.

| Key Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Success Factors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Establish and maintain relationships with stakeholders.               <ul style="list-style-type: none"> <li>Maintain relationships</li> <li>Match and place tauira</li> <li>Work out agreements and tauira and agencies, know each responsibilities</li> </ul> </li> <li>Facilitate networking opportunities with Social Work Agencies</li> <li>Participate in the local advisory group/s</li> <li>Community involvement where necessary</li> </ul> | <ul style="list-style-type: none"> <li><i>Positive and mutually beneficial relationships are established and maintained</i></li> <li><i>Agencies and tauira understand and are aware of their responsibilities</i></li> <li><i>Positive feedback from all stakeholders</i></li> <li><i>Tauira are matched and placed appropriately.</i></li> <li><i>Appropriate community presence</i></li> <li><i>Regular ongoing contact with stakeholders as outlined by Team Leader and the strategic plan</i></li> <li><i>Ensure 'tauira on placement' timetable is up-to-date at all times.</i></li> </ul>                                                                                                                        |
| <ul style="list-style-type: none"> <li>Develop strategic plan for finding quality placements.</li> <li>Develop a 'student on placement' timetable</li> <li>Coordinate appropriate supervision for students on placement.</li> <li>Coordinate appropriate education/training for placement supervisors.</li> <li>Coordinate a training package for placement supervisors.</li> </ul>                                                                                                         | <ul style="list-style-type: none"> <li><i>Tauira receive all appropriate support and strategies to ensure a seamless, efficient placement</i></li> <li><i>All parties are advised and trained appropriately</i></li> <li><i>Ensure all tauira on placement receive appropriate clinical supervision from an appropriately qualified or experienced supervisor.</i></li> <li><i>Designs and contributes to delivery of regular training workshops for placement agencies.</i></li> <li><i>Ensures a physical, emotional, and culturally safe environment is provided for tauira and staff.</i></li> <li><i>Consistently demonstrate a principled approach within the framework of Ngā Take Pu principles.</i></li> </ul> |
| <ul style="list-style-type: none"> <li>Teaching component – e.g. talk about practicum in class</li> <li>Active individual student contact from the time of enrolment until their graduation</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li><i>Interaction with tauira as required</i></li> <li><i>Tauira understand their responsibilities</i></li> <li><i>Tauira understand the practicum component of their studies</i></li> <li><i>Tauira are supported adequately and appropriately</i></li> <li><i>Positive feedback from tauira</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |
| Plan programme delivery with Kaiako                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li><i>Appropriate support provided for programme planning</i></li> <li><i>Programme meets all requirements</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Administrative responsibilities including but not limited to: <ul style="list-style-type: none"> <li>Writing up agreements,</li> <li>Follow-up student progress,</li> <li>Report writing including tauira issues (facilitation of resolution/s), letters of support for tauira etc.</li> <li>Record keeping.</li> </ul>                                                                                                                                                                     | <ul style="list-style-type: none"> <li><i>Agreements meet all necessary legislative and TWoA requirements and obligations</i></li> <li><i>Tauira progress is kept up-to-date</i></li> <li><i>Reports are appropriate and timely</i></li> <li><i>Annual review and update of placement documentation.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>Manage personal well-being within the workplace.</li> </ul>                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li><i>Adherence to all Safety and Wellness policies and Procedures.</i></li> <li><i>Faults are reported immediately to relevant personnel</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Other duties as assigned<br>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 powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles.                                                                                                                                                                                                      | <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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.

## Person Specification: Placement Coordinator – Social Services



### Qualifications and Experience

#### Qualifications

- Masters' degree in a relevant field;
- Must be Registered with the Social Work Registration Board (SWRB);
- Level 5 teaching qualification would be an advantage

#### Experience:

- Appropriate **networks** are a priority over the "one qualification higher" kaiako rule (i.e. involvement with and relationship building with community (whanau / hapū / iwi), professional bodies and police etc.
- At least 2 years' experience in a similar role

#### Āhuatanga Māori:

- The ability to embrace a Māori world view that is underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga<sup>1</sup>
- Knowledge and understanding of Ngā Takepū and its application

#### Technical Skills

Are the specialised skills and abilities required for a particular role

- *Administration skills, including record keeping and filing skills*
- *Ability to deliver / train in class and individually*
- *Internal and external relationship building and relationship maintenance skills*
- *Community involvement and appropriate networks and relationships.*

#### Behavioural Skills & Attributes

Behavioural Skills & Attributes are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles

#### Creating and Maintaining Quality Spaces

**Adaptability:** *Adjusts behavioural style or method of approach to the needs of a situation to achieve a goal*

**Customer Focused:** *Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light*

#### Reciprocal Responsibilities

**Integrity and honesty:** *Establishes credibility and trustworthiness through appropriate actions; and is considered consistent, dependable and honest*

#### Leadership & Responsible Stewardship

**Organising:** *Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard*

**Planning:** *Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.*

#### Holistic Wellbeing

**Cooperation:** *Works co-operatively as a member of a team, proactively sharing knowledge and information*

**Team Work:** *Works collaboratively with a group of people, in order to achieve a goal*

<sup>1</sup> TWoA values as summarised on page 4

\* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (see page 4) and the commitment to uphold, maintain and strengthen these through our actions and contributions



## The guiding principles of Te Wānanga are inherent in its Vision, Mission Statement, Te Kaupapa and Values.

### **Whakakitenga – Vision:**

“Te Wānanga o Aotearoa will provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world”

### **Ko Te Uaratanga - Mission**

To provide education that best fits the aspirations of this generation, enhances the dreams of future generations and prepares for understanding the essence of past generations

To equip people with knowledge of our heritage, our language, our culture so they can handle the world at large with confidence and self-determination

To empower ones potential for learning as a base for progress in the modern world

To make contributions of consequence

To care

To make our world a better place

*Dr. Buck Nin*

### **Ko Te Kaupapa - Philosophy**

To provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world

To provide a unique Māori cultural learning environment

To provide practical learning experiences

To provide support, encouragement and guidance to all learners in their pursuit of personal development, learning and employment

To encourage all learners to learn and achieve to their fullest potential

To be a good employer and encourage staff to develop personally and professionally to their fullest potential

### **Ko Ngā Uara - 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 taura (students), as by achieving success for taura we achieve success as an organisation. Our values also provide an ongoing cycle of evaluation and improvement that contributes to the achievement of our Kaupapa and our goals. Te Wānanga o Aotearoa defines its values as follows:

**Te Aroha:** *Having regard for one another and those for whom we are responsible and to whom we are accountable.*

**Te Whakapono:** *The basis of our beliefs and the confidence that what we are doing is right.*

**Ngā Ture:** *The knowledge that our actions are morally and ethically right and that we are acting in an honorable manner.*

**Kotahitanga:** *Unity amongst iwi and other ethnicities; standing as one*

**Definition of a Wānanga:** The definition of a wānanga provided in section 162(4)(b)(iv) of the Education Act 1989 (as added by section 36 of the Education Amendment Act 1990):

A wānanga 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) and according to tikanga Māori (Māori custom).