



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)”.

Tūranga <i>Position</i>	Kairuruku – Programme Development	
Uepū / Wāhanga <i>Department</i>	Akoranga	
Takiwā / Rohe <i>District</i>	Te Waenga	
Wāhi Mahi <i>Location</i>	Te Puna Mātauranga	
Whakatau ki <i>Reports to</i>	Poururuku – Curriculum Development	
Māka Pūtea <i>Salary Grade</i>	T4 – Without Masters T5 – With Masters	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	Permanent, full time	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> - Kaimahi within Akoranga Tokokauneke (Development) - Other Uepū - Kaimahi within Rākaikahuroa - Takiwā managers, Kaimahi and Sites - Cultural Leaders - Taurira 	<u>External</u> <ul style="list-style-type: none"> - Iwi / Hapū - Community - External Stakeholders - Contractors and Suppliers

Pūtake Tūranga - Role Purpose

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. 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 of high quality.

High Level Accountabilities

- Project manage the development of all new curriculum, including supporting programme resources and materials
- Project manage the re-development of existing curriculum when required including supporting programme resources and materials
- Project manage and complete all learning and teaching resources for assigned programme developments
- Programme developments may include but are not limited to Levels 1-10; training schemes; micro-credentials; programme changes; new site applications; and STAR and STP programmes
- Co-ordinate and facilitate programme, resource and assessment forums to complete quality TWoA and NZQA applications
- Contribute towards ongoing improvement of programme related policies, regulations, processes, procedures and guidelines
- Create and maintain relationships with internal and external stakeholders including community, iwi and employers
- Maintain current knowledge of curriculum philosophy and practice

<ul style="list-style-type: none"> - Maintain current knowledge of teaching and learning resource development practices and associated tools for teaching and learning - Work collaboratively with other kaimahi to achieve agreed outcomes within required timeframes - Any other tasks as and when required <p>Please Note: <i>High Level Accountabilities have been provided - Key Performance Indicators and Success Factors will be negotiated between kaimahi and management post appointment</i></p>	
<p>Health and Safety</p> <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> - <i>Adherence to all safety and wellness policies and procedures.</i> - <i>Faults are reported immediately to relevant personnel</i> - <i>Zero harm while carrying out duties</i>
<p>Other Duties</p> <ul style="list-style-type: none"> - Undertake any additional duties as required by management this may include but not inclusive to the following: - 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 	<ul style="list-style-type: none"> - <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:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> - Master's Degree in Education preferred - Bachelor qualification in relevant field - Teaching qualification (preferably postgraduate level) - Qualification in assessment design and/or practice <p>Experience:</p> <ul style="list-style-type: none"> - Experience in working with the NZQA Framework - Project Management experience - essential - Programme Design experience - essential - Proven experience in an Academic role - Proven experience in programme design <p>Āhukatanga Māori:</p> <ul style="list-style-type: none"> - Basic to advanced ability in te reo and ngā tikanga Māori - Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori if needed and support other kaimahi in the same endeavour - Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> - Intermediate to Advanced Microsoft Office Suite Skills - Advanced skills in writing including accuracy and adaptability (for varying audiences) - Relationship Building - Project Management - Programme Development / Writing - Facilitation skills - Teaching skills

<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Adaptability Adjusts behavioural style or method of approach to the needs of a situation to achieve a goal.</p> <p>Analytical Ability Analyses, investigates and interprets data, issues and situations.</p> <p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p>Business Acumen Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p>Caring for Others Understands accurately and responds effectively to spoken, unspoken or partly expressed thoughts, feelings and concerns of others, including cross-cultural sensitivity.</p> <p>Conflict Management Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.</p> <p>Co-operation Works co-operatively as a member of a team, proactively sharing knowledge and information.</p> <p>Creativity Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings.</p> <p>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>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.</p> <p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p>Drive for Results Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.</p> <p>Expertise Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p>Flexibility Works effectively within a variety of situations and with diverse individuals or groups.</p> <p>Focussed Attention Concentrates on a task over a period of time without being distracted.</p> <p>Independence Calculates risks and makes difficult decisions despite ambiguity or adversity; and takes responsibility for decisions, actions, risks and results. Has confidence in one's own decisions or opinions, and handles disappointment constructively.</p> <p>Information Seeking</p>
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