

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 – Toi, Maruata & Performing Arts	
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 – Education, Social Services and Toi	
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"> - Kaiako - Taura - Kaimahi within Akoranga & Tokokauneke - Kaimahi within other uepū - Takiwā Managers - Cultural Leaders 	<u>External</u> <ul style="list-style-type: none"> - Iwi / Hapū - Community - External Stakeholders - Contractors and Suppliers

Pūtake Tūranga - Role Purpose

Kairuruku are accountable for the national management of the assigned programme(s) through providing ongoing, needs-based support of kaiako and all relevant stakeholders, ensuring compliance with programme approval and accreditation requirements and establishing alignment with Te Wānanga o Aotearoa values and strategic objectives and teach marau as required.

High Level Accountabilities

Programme Delivery and Consistency Management

- Support kaiako to ensure programme delivery is of a high quality, is consistent and is in accordance with academic processes and approval requirements, e.g. learning hours
- Contribute to marketing strategy and ensure accuracy of all relevant material within required timeframes
- Work with Procurement to secure all resources as required
- Ensure that all kaiako are competent in the kaupapa of the programme and engage in

Programme delivery is of a high quality with positive feedback supporting this

- All resources are available in a timely and effective manner
- Kaiako are competent in both subject matter and teaching ability
- Potential issues relating to kaiako competence are identified and appropriately addressed in a timely manner - where required professional development, training, mentoring, performance development and performance management are used

<p>recruitment processes as needed</p> <ul style="list-style-type: none"> Implement agreed strategies to address potential issues or performance problems <p>Programme and Assessment Training</p> <ul style="list-style-type: none"> Plan and deliver curriculum and assessment training on a regular and an as-needs basis Provide programme training sessions for the kaiako, Manager Education Delivery and Lead Education Delivery Monitor that assessment tasks and assessment delivery meet required standards and moderation specifications Monitor that relevant programme reports are received and disbursed efficiently i.e. moderation, assessments, RPL Communicate and monitor changes to the programme and ensure kaiako and kaiāwhina are aware of all relevant changes <p>Moderation and Programme Compliance</p> <ul style="list-style-type: none"> Develop the national moderation schedule, conduct all forms of post-assessment moderation and complete and disseminate moderation reports effectively Maintain monitoring and audit standards in accordance with requirements Action all requests for recognition of learning (RPL) and maintain accurate records <p>Stakeholder Engagement (including Kōmiti Āwhina and other interested parties)</p> <ul style="list-style-type: none"> Meet with relevant professional community Recruit and induct Kōmiti Āwhina members Document Kōmiti sessions and implement agreed actions <p>Continuous Improvement</p> <ul style="list-style-type: none"> Receive and analyse aromarau report and recommendations Develop relevant action plan/s to address identified issues and areas for improvement. Monitor implementation of action plan/s Prepare reports as required, outlining the progress on the delivery of action plans <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>	<ul style="list-style-type: none"> <i>Kiriwhanake is consulted where necessary as soon as negative issues have been identified</i> Hui-a-kaupapa is thoroughly planned to ensure effectiveness and professionalism Programme training sessions are relevant and useful producing positive feedback Assessments meet all required standards and moderation specifications All relevant programme reports are received and disbursed in a timely, effective and appropriate manner Programme developments are up-to-date and kaiako / kaiāwhina are 100% aware of all relevant changes Moderation and monitoring meets all audit, legislative and policy requirements All legislative requirements and policies are 100% adhered to within all appropriate timeframes Recognition of learning requests are completed within required timeframes Meetings with Komiti Āwhina, Community and Industry Groups occur at least once per year and adhere to policy requirements Meetings ensure that the programme meets the needs of all relevant groups Komiti Āwhina groups are recruited and inducted as per policy requirements and TWoA expectations Meetings are conducted in an effective and professional manner Agreed actions are followed through and completed within appropriate timeframes
<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 - 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>
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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"> - Bachelor' s Degree and or Master's Degree in relevant discipline - Professional registration if required - Current practising certificate if required <p>Experience:</p> <ul style="list-style-type: none"> - Proven experience in Māori & Indigenous Arts or Māori Performing Arts discipline - At least 5 years' experience in the NZ education sector - Rangahau (research) experience - At least 5 years' teaching experience - Proven rangahau platform with evidence of publication, presenting at conferences (<i>preferable, but not essential</i>) - Currently engaged in Mātauranga Māori or indigenous knowledge fields (<i>preferable, but not essential</i>) <p>Āhukatanga Māori:</p> <ul style="list-style-type: none"> - Engages in cultural activities and has a sound understanding of Āhukatanga Māori (values, culture and tikanga) - Prepared to increase knowledge, understanding and everyday use of Te Reo and Āhukatanga Māori and support other kaimahi in the same endeavour - Basic to advanced ability in te reo and ngā tikanga Māori - The ability to embrace a Māori worldview that is 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"> - Excellent written and oral communication skills - Excellent relationship management skills - Excellent planning and facilitation skills - Sound understanding of relevant legislation, policies and procedures - Excellent understanding of the NZ Qualifications Framework - Confident manager of reporting data collation and presentation - Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher)
<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>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>Decision Making Makes quality decisions in a timely manner and under pressure.</p> <p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p>Developing Others Fosters the long-term learning or development of others.</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>Effective Leadership Leads positive work practices, models and practises tikanga and wairuatanga Māori to support staff members and create opportunities for others.</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>Information Seeking Goes beyond questions that are routine or required in the job and can “scan” for potential opportunities or miscellaneous information that may be of future use.</p> <p>Initiative Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Integrity and Honesty</p>
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	<p>Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.</p> <p>Listening Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others.</p> <p>Motivating Others Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; and promotes confidence and optimistic attitudes.</p> <p>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.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Problem Solving Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p> <p>Quality Orientation Produces high quality work and results.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p>Self-Development Expands and uses technical knowledge to help others and to improve personal capability. Can assess one's own level of development or expertise relative to their current job or as part of focussed career planning.</p> <p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p>
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