

Proposed Role Outline	SME – Disabilities Support
Kaimahi FTE	1
Location	Raroera
Reporting to	Manager National Taura Services
Number of Direct Reports	Nil
Salary Grade	AL9
Role Overview	The primary function of the SME –Disabilities Support is to advise, educate and implement best practice standards to ensure Te Wānanga o Aotearoa is creating a fully inclusive environment and meeting the obligations and compliance with relevant legislation pertaining to fair and equitable participation for taura with impairments.
Key Deliverables	<p>Advisory and Audit</p> <ul style="list-style-type: none"> - Review and audit Te Wānanga o Aotearoa (TWoA) practice based on Kia Ōrite – Code of Practice - Develop a strategic plan to achieve a fully inclusive educational environment for taura with impairments - Provide advice to kaiako, student support advisors and all kaimahi working with taura with impairments on best practice support techniques <p>Policies and Procedures</p> <ul style="list-style-type: none"> - Review and update relevant policies and procedures to align with the disability strategy - Inform all relevant kaimahi of amendments to policies and procedures and monitor for compliance - Liaise with managers to develop strategies to address identified gaps in compliance - Compile guidelines to match the best possible support with the particular learning needs of Taura with impairments <p>Disability Awareness</p> <ul style="list-style-type: none"> - Conduct workshops in the Takiwā to educate kaimahi on: <ul style="list-style-type: none"> ○ Supporting taura with impairments ○ Advocacy ○ Policies and procedures - Research practical and conceptual issues relative to taura disability support - Recommend and implement improvements for supporting taura with a disability - Construct, implement and maintain an online resource for

		<p>kaimahi</p> <p>Reporting</p> <ul style="list-style-type: none"> - Provide regular analysis and reporting on: <ul style="list-style-type: none"> o Success and retention of tauira o Rates of tauira who receive support - Promote good information management nationally through championing good practice, training, advice and user support - Analyse and improve how TWoA can gather and retain information, data and statistics - Identify opportunities to automate and improve business processes to enhance the tauira experience <p>Relationships</p> <ul style="list-style-type: none"> - Network and build internal relationships – particularly in the tertiary disability support sector - to facilitate improvements that positively impact on the Tauira journey with Te Wānanga o Aotearoa - Build and maintain relationships with external parties and participate in relevant sector related initiatives <p>Health and Safety</p> <ul style="list-style-type: none"> - 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 - Recognise and address circumstances to prevent unhealthy or unsafe situations - Report faults in accordance with policy - Process risk management forms and health and safety issues accordingly
Position Specification		
Qualifications	<ul style="list-style-type: none"> • Bachelor degree in Education, Social Science or similar • Full NZ Drivers Licence 	
Experience	<ul style="list-style-type: none"> • Significant experience in the disability sector – policy development, strategic planning and delivery of services • Extensive experience interpreting and understanding the learning needs of tauira with impairments • Extensive experience recommending appropriate strategies to support tauira with impairments in a learning environment • Knowledge of the tertiary sector • Extensive experience in an educational context, with a focus on Tauira Success 	

	<p>such as learner support and campus services</p> <ul style="list-style-type: none"> • Proven experience developing initiatives and change projects to enhance the tauira experience • Proven ability to develop and innovate practical approaches to pastoral support services tailored to the specific needs of student cohorts • Proven understanding of the legislative requirements related to student support services and the overall compliance environment in which TWoA operates
Technical Skills	<ul style="list-style-type: none"> • Advanced written and oral communication skills • Excellent relationship management skills • Understanding of strategy implementation • Intermediate user knowledge of Microsoft Office Suite • Intermediate – advanced ability in reporting data collation and presentation • Understanding of relevant legislation, policies and procedures? • Intermediate ability to analyse, investigate and interpret data, issues and situations • Sound understanding of risk management processes and procedures • Advanced planning and project/task management skills • Intermediate level of technology proficiency
Mātauranga Māori	<p>Āhuetanga Māori -</p> <ul style="list-style-type: none"> • Willing to participate in cultural activities and motivated to develop an understanding of āhuetanga Māori (values, culture and tikanga) <p>Te Reo Māori -</p> <ul style="list-style-type: none"> • Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) <p>Ngā Uara</p> <ul style="list-style-type: none"> • Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour • Actively applies Te Wānanga o Aotearoa values in the workplace