

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>	Programme Advisor, Takiwā	
Uepū / Wāhanga <i>Department</i>	Taumatua	
Takiwā / Rohe <i>District</i>	Te Ihu, Te Waenga, Te Kei	
Wāhi Mahi <i>Location</i>	Agreed Takiwā Location	
Whakatau ki <i>Reports to</i>	Aukaha Performance and Quality Assurance	
Māka Pūtea <i>Salary Grade</i>	AL8	
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 Te Taumatua • Other Uepū and Wāhanga Managers and Kaimahi • Takiwā Managers and Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Manuhiri • Industry Training Organisations • External Stakeholders • Iwi / Hapū • Contractors and Suppliers

Pūtake Tūranga - Role Purpose

The role of the Programme Advisor is to provide localised connections to strengthen stakeholder collaboration and alignment with Akoranga on curriculum and programme delivery.

Key Performance Indicators	Success Factors
Working alongside Akoranga on programme development through inclusion in decision making: <ul style="list-style-type: none"> • Kōmiti Āwhina establishment and coordination for all programmes • Set and monitor agenda for Kōmiti ~Āwhina. • Coordinate stakeholder engagement • Collate and report graduate pathways information (i.e. provided to communities) • Liaise with Akoranga regarding curriculum changes and programme implementation • Key liaison between community, Takiwā and Akoranga • Conduct reviews of attendance and teaching results to review delivery and ensure consistency • Key liaison with Te Puna Mātauranga attending working group and committee hui as Takiwā representative and providing regional based input • Provide input into annual environment scans 	- <i>To be agreed with manager following appointment</i>

<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"> - Adherence to all safety and wellness policies and procedures. - Faults are reported immediately to relevant personnel - Zero harm while carrying out duties
<p>Other Duties</p> <ul style="list-style-type: none"> • 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"> - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

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 Degree level qualification in relevant discipline - A qualification at Level 7 on the New Zealand Qualifications Framework - Full NZ drivers licence (Clean – Class 1) <p>Experience:</p> <ul style="list-style-type: none"> - 5 years' experience contributing to quality outcomes in the tertiary education sector - Proven analytical ability - Advanced written and oral communication <p>Āhuatanga Māori</p> <ul style="list-style-type: none"> - Actively engages in cultural activities and has an excellent understanding of Āhuatanga Māori (values, culture and tikanga) - Understands and uses basic Te Reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) - Prepared to support kaimahi to increase knowledge, understanding and everyday use of Te Reo and Āhuatanga Māori - Provides guidance and leadership for Te Wānanga o Aotearoa values
<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 negotiating and influencing skills - Intermediate analytical ability - Intermediate user knowledge of Microsoft Office Suite - Advanced written and oral communication
<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>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>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>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>Technical Credibility Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.</p>