



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>	Advisor Moderation, 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>	<u>External</u>
	<ul style="list-style-type: none"> - Kaimahi within Taumatua - Other Uepū and Wāhanga Managers and Kaimahi - Takiwā Managers and Kaimahi 	<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 Advisor Moderation is to provide moderation and assessment and support within the Takiwā.

Key Performance Indicators	Success Factors
<ul style="list-style-type: none"> • Provide quality assurance of assessment training and support to relevant takiwā stakeholders, including the interpretation and application of assessment standards, TWoA assessment and moderation regulations and procedures, and best practice principles of assessment • Assist Akoranga (as required) with the (re)development of assessment standards, programmes, qualifications and learning and assessment resources • Establish and maintain relationships to contribute to the consistency of assessment outcomes for all programmes. • Contribute to the development, implementation, monitoring, administration, and reporting against the annual TWoA internal moderation plan • Plan and coordinate moderation events, including but limited to cluster moderation hui, and peer moderation. • Arrange and conduct observations of kaiako assessment practice (as required) 	<ul style="list-style-type: none"> - <i>To be agreed with manager following appointment</i>

<ul style="list-style-type: none"> • Assist in the collection of assessment samples for external moderation • Ensure the currency and accuracy of the Online Moderation System, including changes to kaiako, moderators, the moderation plan, programme names/codes, and due dates • Develop and disseminate to relevant stakeholder's internal post-assessment moderation reports in an accurate, constructive and timely manner • Provide follow-up regarding overdue kaiako assessment submissions for post-assessment moderation and kaiako absenteeism at moderation events • Contribute to the accurate and timely reporting of assessment and moderation outcomes • Record information filing and data management system. • Undertake and report against internal quality assurance of assessment benchmarking activities • Contribute to the development and ongoing implementation of quality management processes in line with organisational policy and procedures • Assist in the development of appropriate assessment methodology and tools (as required) 	
Health and Safety <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>
Other Duties 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"> - A qualification at Level 7 on the NZ Qualifications Framework - A tertiary teaching qualification, e.g. New Zealand Certificate in Adult and Tertiary Teaching (Level 5) - New Zealand Certificate in Assessment Practice (Level 4), and/or <ul style="list-style-type: none"> o NZQA Assessment Standard 11551 – Quality Assure Assessment o NZQA Assessment Standard 11552 – Design and Evaluate Assessment Materials o NZQA Assessment Standard 30422 - Participate in the quality assurance of assessment o NZQA Assessment Standard 30421 - Carry out assessments against standards to make judgements of learner performance o or ability to demonstrate the equivalent knowledge and skills - Full NZ drivers licence (Clean – Class 1) <p>Experience:</p> <ul style="list-style-type: none"> - 5 years' experience in the quality assurance of assessment - Proven analytical ability - Understanding of current NZQA assessment, moderation and accreditation requirements - A sound understanding of best practice principles associated with learning, curriculum and assessment - An ability to provide advice and leadership and achieve credibility in assessment at the organisational level - Experience in assessing standards in a tertiary education setting - A sound knowledge and understanding of the New Zealand Qualifications Framework - Proven ability to accurately post-assessment moderate assessment decisions <p>Āhukatanga Māori</p> <ul style="list-style-type: none"> - Actively engages in cultural activities and has an excellent understanding of Āhukatanga 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 Āhukatanga 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 user knowledge of Microsoft Office Suite - Intermediate written and oral communication - Strong project planning and reporting abilities - Proven relationship management, networking, and customer service - Excellent written and oral communication skills - Attention to detail
<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>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>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>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>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>Understanding Senses group dynamics such as positioning, intentions and needs, what they value and how to motivate them.</p>