



## 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)”.

<b>Tūranga</b> <i>Position</i>	<b>Analyst Policy Process &amp; Procedure, Takiwā</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	<b>Taumatua</b>	
<b>Takiwā / Rohe</b> <i>District</i>	<b>Te Ihu, Te Waenga, Te Kei</b>	
<b>Wāhi Mahi</b> <i>Location</i>	<b>Agreed Takiwā Location</b>	
<b>Whakatau ki</b> <i>Reports to</i>	<b>Aukaha Performance and Quality Assurance</b>	
<b>Māka Pūtea</b> <i>Salary Grade</i>	<b>AL8</b>	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	<b>N/A</b>	
<b>Wā Roanga</b> <i>Tenure</i>	<b>Permanent, full time</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u><b>Internal</b></u> <ul style="list-style-type: none"> <li>- Kaimahi within Te Taumatua</li> <li>- Other Uepū and Wāhanga Managers and Kaimahi</li> <li>- Takiwā Managers and Kaimahi</li> </ul>	<u><b>External</b></u> <ul style="list-style-type: none"> <li>- Manuhiri</li> <li>- Industry Training Organisations</li> <li>- External Stakeholders</li> <li>- Iwi / Hapū</li> <li>- Contractors and Suppliers</li> </ul>

### **Pūtake Tūranga - Role Purpose**

*The primary function of the Analyst Policy Process & Procedure is to provide assurance that the organisational quality management framework is being effectively applied within the takiwā.*

<b>Key Performance Indicators</b>	<b>Success Factors</b>
<ul style="list-style-type: none"> <li>• Analyse the effectiveness of approval and accreditation of policies, processes and procedures</li> <li>• Analyse academic approval policies, processes and procedures to ensure takiwā stakeholder needs are represented</li> <li>• Provide submissions for internal academic approval processes and external requirements</li> <li>• NZQA submissions are monitored and inquiries responded to promptly</li> <li>• Critique approval and accreditation processes and provide recommendations</li> <li>• Ensure takiwā stakeholder satisfaction with policies, processes and procedures</li> <li>• Disseminate current and accurate policy, process and procedural information to relevant takiwā stakeholders in a timely manner</li> <li>• Apply and maintain document control</li> </ul>	<ul style="list-style-type: none"> <li>- <b>To be agreed with manager following appointment</b></li> </ul>



<ul style="list-style-type: none"> <li>• Implement procedures and operational systems to ensure effective reporting and sharing of information</li> <li>• Provide a high standard of reporting</li> </ul>	
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>• Perform any manual duties in a safe and responsible manner</li> </ul>	<ul style="list-style-type: none"> <li>- Adherence to all safety and wellness policies and procedures.</li> <li>- Faults are reported immediately to relevant personnel</li> <li>- Zero harm while carrying out duties</li> </ul>
<b>Other Duties</b> 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"> <li>- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</li> </ul>

*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><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Bachelor Degree level qualification in relevant discipline</li> <li>- Full NZ drivers licence (Clean – Class 1)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- 5 years' experience quality assurance experience</li> <li>- 2 years' experience working in a policy and documentation management or related role(s)</li> <li>- Proven analytical ability</li> <li>- 3 years' experience within the tertiary education sector</li> </ul> <p><b>Āhuetanga Māori</b></p> <ul style="list-style-type: none"> <li>- Actively engages in cultural activities and has an excellent understanding of Āhuetanga Māori (values, culture and tikanga)</li> <li>- Understands and uses basic Te Reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)</li> <li>- Prepared to support kaimahi to increase knowledge, understanding and everyday use of Te Reo and Āhuetanga Māori</li> <li>- Provides guidance and leadership for Te Wānanga o Aotearoa values</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>- Intermediate negotiating and influencing skills</li> <li>- Intermediate analytical ability</li> <li>- Intermediate user knowledge of Microsoft Office Suite</li> <li>- Advanced written and oral communication</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Analytical Ability</b> Analyses, investigates and interprets data, issues and situations.</p> <p><b>Critical Thinking</b> Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p><b>Customer Focused</b> 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><b>Drive for Results</b> 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><b>Information Seeking</b> 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><b>Planning</b> 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>