

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>	Subject Matter Expert - Youth Development	
Uepū / Wāhanga <i>Department</i>	Tokokauneke	
Takiwā / Rohe <i>District</i>	Te Puna Mātauranga	
Wāhi Mahi <i>Location</i>	Te Awamutu	
Whakatau ki <i>Reports to</i>	Tumukauneke	
Māka Pūtea <i>Salary Grade</i>	AL10	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	Fulltime, Permanent	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> Te Tumukauneke Ngā Tumu Kaiarataki (Leads) Ngā Hoe Whakatere (Takiwā Directors) Ngā Aukaha (Takiwā Heads) 	<u>External</u> <ul style="list-style-type: none"> Government Agencies Providers of youth services Contract partners Secondary Schools Other tertiary providers

Pūtake Tūranga - Role Purpose

The purpose of the Subject Matter Expert (SME) - Youth Development is to design, implement and monitor a coordinated Youth Strategy within Te Wānanga o Aotearoa. The SME role holder will have strategic oversight of all Te Wānanga o Aotearoa activities relating to youth, and will regularly report on the progress and achievements of these activities. The SME role holder will seek new education opportunities that support the Youth Strategy, and coordinate the activities that gain approval to implement these opportunities within TWoA. The SME role holder will ensure that all its activities have youth at the heart of its decision-making.

Key Performance Indicators	Success Factors
<p>Strategic Planning</p> <ul style="list-style-type: none"> • Develop a National Youth Strategy to meet the needs of taura, TWoA and key stakeholders • Drive the implementation of the National Youth Strategy • Ensure the National Youth Strategy clearly identifies the roles of TWoA uepū and external stakeholders • Monitor the implementation of the National Youth Strategy and work closely with stakeholder groups to adjust activities as required 	<ul style="list-style-type: none"> • National Youth Strategy is founded on full consultation and research of the needs of key stakeholders including but not limited to taura, the TEC, employers and TWoA • The National Youth Strategy is aligned to meet the objectives of the TWoA strategic plan and the Tertiary Education Strategy and will include but is not limited to Youth Guarantee, Taikākā (Alternative Education), youth in BAU classes and the Secondary Tertiary Interface • A coordinated transition strategy from secondary to tertiary education is included • A clear pathway from youth unemployment and inactivity to tertiary education that results in improved employment outcomes and/or educational achievement is identified • The strategy includes but is not limited to identifying TWoA workforce planning requirements, physical resourcing, budget implications and forecasts • The National Youth Strategy is reviewed and improved at least once annually
<p>Business Planning</p> <ul style="list-style-type: none"> • Develop annual performance measures that ensure the successful achievement of the purpose and key performance indicators of this role • Promote and support the development and inclusion of youth based objectives in key stakeholder strategic/business plans • Collaborate with key stakeholders to regularly monitor, report back and adjust youth based objectives as required 	<ul style="list-style-type: none"> • A clear set of annual performance measures is developed, implemented, reviewed and improved as required • Relevant uepū strategic and business plans include objectives that support the National Youth Strategy • Contributing business plans and youth objectives are continually monitored and adjusted as required

<p>Contract Leadership</p> <ul style="list-style-type: none"> • Cooperate with internal and external groups to source, negotiate and secure external contracts for service that contribute to the National Youth Strategy • Manage contracts for service as required to meet contract milestones on time and within budget • Negotiate and agree milestones and contracts on behalf of TWoA 	<ul style="list-style-type: none"> • Effective internal and external relationships are developed and maintained in order to source and secure contracts for service as required • Contracts for service are professionally managed within agreed timeframes and successfully meet all agreed milestones • Internal groups, resources and strategies are coordinated to ensure a synchronised approach to meeting all contract milestones and objectives
<p>Business Integration</p> <ul style="list-style-type: none"> • Document the objectives of the National Youth Strategy for the roles of TWoA uepū and external stakeholders • Champion the National Youth Strategy and influence stakeholders in order to get genuine support and action • Coordinate key stakeholders to ensure an organisational wide, integrated approach to meeting the objectives of the National Youth Strategy 	<ul style="list-style-type: none"> • The roles and key touch points between all stakeholders is identified and clearly articulated • Stakeholders understand the long term vision of the National Youth Strategy and its role in achieving the TWoA strategic plan • Stakeholders embrace the National Youth Strategy and make genuine and meaningful contributions toward it • There is a fully integrated approach to the implementation of the National Youth Strategy
<p>Quality Improvement</p> <ul style="list-style-type: none"> • Implement quality improvement systems to continually improve TWoA practices that lead to educational excellence in the youth space 	<ul style="list-style-type: none"> • The National Youth Strategy and organisational activities are regularly monitored, reviewed and improved
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Establish effective relationships with key internal and external stakeholders • Lead the establishment and maintenance of quality internal relationships with kaimahi across TWoA • Work collaboratively with internal and external stakeholders to innovate and develop tools for success 	<ul style="list-style-type: none"> • Productive and mutually beneficial relationships are established with key stakeholders including but not limited to Government Agencies, providers of youth services, contract partners, secondary schools, other tertiary providers, TWoA uepū including takiwā • internal kaimahi relationships are established and maintained with demonstrated outcomes • Collaborative projects are committed to and working parties with internal and external groups are used to support and build innovative pathways

<ul style="list-style-type: none"> • Maintain the highest standard of personal and organisational integrity so that TWoA's reputation is positively enhanced • Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards 	<ul style="list-style-type: none"> • Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA • Relationships with stakeholders are founded on professionalism, a high standard of relevant skills and knowledge, mutual respect and behaviours that reflect ngā uara and the kaupapa of TWoA
Health and Safety <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 • Report faults in accordance with policy • Process risk management forms and health and safety issues accordingly 	<ul style="list-style-type: none"> • Health, safety and wellness policies and procedures are adhered to and complied with • Risk minimisation assessment is completed and any identified mitigation action taken • Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures • Faults are reported immediately to relevant personnel • Forms are completed that accurately reflect risks and health and safety issues
Other Duties <ul style="list-style-type: none"> • Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications • Undertake professional development as identified • Attend hui kaimahi as requested • 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"> • Requests by the employer are undertaken • Professional development is undertaken as agreed • Hui are attended as required • 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 manager of the kaimahi on an annual basis at performance review.

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor Degree in a relevant field • Full NZ Drivers Licence <p>Experience:</p> <ul style="list-style-type: none"> • At least 7 years in a leadership position with strategic planning experience and responsibility for a national process/project • 5+ years' experience in delivery of services to youth <p>Āhuetanga Māori:</p> <ul style="list-style-type: none"> • Engages in cultural activities and has a sound understanding of āhuetanga Māori (values, culture and tikanga) • Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification) • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<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"> • Advanced ability with the Microsoft suite • Excellent relationship management skills • Project management including capacity to work within tight timeframes and budgets • Proven ability to analyse, investigate and interpret data, issues and situations • Proven understanding of risk identification and mitigation • Excellent organising, planning and facilitation skills • Proven ability to solve problems using appropriate techniques and sound methodology
<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>Business Acumen</p> <p>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</p> <p>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>Initiative</p> <p>Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Law and Government</p> <p>Obtains, understands and applies job related legislation appropriately for individuals and the organisation.</p>

	<p>Organising</p> <p>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>Strategic Leadership</p> <p>Formulates effective plans that are consistent with TWoA strategic plan; takes a long-term view; acts as a catalyst for organisational changes; builds a shared vision with others; and influences others to translate vision into action.</p>
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