

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>	Co-ordinator – Waka Ama	
Wāhanga <i>Department</i>	Delivery	
Takiwā / Rohe <i>District / Region</i>	As confirmed in letter of offer	
Wāhi Mahi <i>Location</i>	As confirmed in letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaera Ako (Manager Educational Delivery)	
Māka Pūtea <i>Salary Grade</i>	AL5	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	As confirmed in letter of offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> Kaiako, Waka Manager Education Delivery (MED) Rohe Management Regional Safety Co-ordinator Rohe Administration Staff Kaiārahi, Waka, Akoranga Other TWoA Waka Kaimahi and Associates	<u>External</u> Local Marae Local Council Programme Caterers

Pūtake Tūranga - Role Purpose
The primary function of the Co-ordinator – Waka is to be responsible for the Health and Safety components of the Waka programme and to support the Kaiako both within and out of the classroom including assisting / organising the transportation of resources and the recruiting of tauira during the enrolment periods.

Key Performance Indicators	Success Factors
Record Keeping and Administration <ul style="list-style-type: none"> - Use 101 SISS to record results and attendance progressively - Maintain records of: <ul style="list-style-type: none"> o tauira assessment results o attendance registers - Maintain confidentiality of all records 	<ul style="list-style-type: none"> - Accurate results and attendance are recorded in the 101 SISS system within the specified timeframes - All tauira administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWOA) - Confidentiality is kept at all times
Planning and Organising <ul style="list-style-type: none"> - Prepare noho plan that includes: <ul style="list-style-type: none"> o Catering quote o Accommodation quote - Book fleet and drivers - Organise collection and return of waka fleet - Organise stationery and other class equipment - Organise equipment for waka 	<ul style="list-style-type: none"> - Noho plan is submitted to MED within the required timeframe - Vehicles and drivers are available as required - Waka fleet is available and returned - Class has the stationery and other equipment as required - All waka equipment is transported and available
Kaiako support <ul style="list-style-type: none"> - Prepare class teaching space in wharekai - Provide support for the programme as directed by the kaiako - Assist the Kaiako with developing and maintaining teaching and learning resources - Assist the Kaiako to introduce and induct tauira into TWOA, the rohe and the Waka programme 	<ul style="list-style-type: none"> - All facilities and resources are available as required - Teaching and learning resources are co-ordinated and sourced within the appropriate timeframes that ensure a timely delivery of resources - Kaiako receives adequate support, as required to deliver key curriculum outcomes - Tauira Evaluations show an 80% minimum satisfaction score that they received a positive learning experience
Support Boat <ul style="list-style-type: none"> - Set-up, operate and manage appropriate systems to provide maritime administration support for the Support Boat and Operator - Set-up, operate and manage the Region's Safe Ship Management System 	<ul style="list-style-type: none"> - Kaiako is satisfied that the systems support the boat and operator sufficiently - Kaiako is satisfied that the Region's Safe Ship Management System meets TWOA's and Maritime New Zealand's requirements.
Programme Resources <ul style="list-style-type: none"> - Store, care and maintain all the programme's resources. 	<ul style="list-style-type: none"> - The programme's resources are free from maintenance issues and stored away appropriately
Health & Safety <ul style="list-style-type: none"> - Set-up, implement and manage the programme's health & safety systems - Assist the Kaiako to raise and socialise Health & Safety Awareness pertaining to the programme to staff, tauira 	<ul style="list-style-type: none"> - Kaiako is satisfied that the programme's health & safety systems have been set-up, implemented and managed sufficiently - Kaiako is satisfied that awareness of the programme's Health & Safety has been sufficiently raised and socialised among tauira, staff and any

<p>and any others associated with the programme or the programme's resources</p> <ul style="list-style-type: none"> - Assist the Kaiako to set-up, implement and manage the identification, minimisation or elimination of hazards associated with the delivery of the programme - Report any incident or accident associated with the delivery of the programme in co-ordination with the Kaiako - Recognise and address circumstances to prevent unhealthy or unsafe situations around and on the water - Perform any manual duties in a safe and responsible manner 	<p>others associated with the programme or the programme's resources</p> <ul style="list-style-type: none"> - Kaiako is satisfied that the system for identifying, minimising and eliminating all hazards associated with the delivery of the programme is sufficiently set-up, implemented and managed - Kaiako is satisfied that all incidents and accidents associated with the delivery of the programme have been recorded and reported in accordance with the Health & Safety at Work Act 2015, the Maritime & Transport Act 1994 and TWoA Water Safety Policy & Procedures - Adhere to all TWoA Safety and Wellness Policies and Procedures - Faults are reported immediately
<p>Recruitment of Taura Co-ordination</p> <ul style="list-style-type: none"> - Assist the Kaiako with marketing the programme and recruitment of taura 	<ul style="list-style-type: none"> - At least 80% of the programme's taura ratios are enrolled at the start of the academic year
<p>Personnel Training & Development</p> <ul style="list-style-type: none"> - Identify and report to the MED any training directly relating to the delivery of the programme - Undergo all training identified by the Kaiako and/or the Kaiako Matua 	<ul style="list-style-type: none"> - Any training undertaken has been recorded and reported to Human Resources - All training has been undertaken and reported to Human Resources
<p>Other Duties</p> <ul style="list-style-type: none"> - Operate within delegated authorities at all times - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - 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"> - Delegated authorities are complied with at all times - Requests by the employer are undertaken - 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



<u>Qualifications and Experience</u>	<p>Qualifications (Essential):</p> <ul style="list-style-type: none"> • A Diploma in Business Administration • NZ Coastguard Day Skipper Certificate • NZ Coastguard VHF Radio Licence • Units standards 4098, 11281 or NOA • A full driver's licence <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience working in a tertiary education environment • Minimum of 3 years' experience administration • Experience with waka use • Applying vessel safety policy <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) • Actively applies Te Wānanga o Aotearoa values in the workplace • Provides guidance and leadership for Te Wānanga o Aotearoa values
<u>Technical Skills</u> Are the specialised skills and abilities required for a particular role	<p>Technical Skills:</p> <ul style="list-style-type: none"> • Intermediate Microsoft Office Suite Skills i.e. PowerPoint, Word, Excel, Visio and Outlook • Advanced administration and organisational skills • Proven event planning skills • Excellent time management skills <p>Knowledge:</p> <ul style="list-style-type: none"> • Strong knowledge of vessel safety policy • Reasonable knowledge and skill of waka use and towing
<u>Knowledge & Ability</u> Are the role specific abilities and knowledge required for this position.	<ul style="list-style-type: none"> • Waka history, traditions and paddling techniques • Community, Iwi and relevant group networks • Water Safety skills • Waka Coaching • Types of Waka • Tikanga Māori and Whakapapa • Weather interpretive skills

Behavioural Competencies

Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles

Organising – 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.

Listening – Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others

Planning – Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained

Team Work – Works collaboratively with a group of people, in order to achieve a goal

Cooperation – Works co-operatively as a member of a team, proactively sharing knowledge and information