Te Wānanga o Aotearoa

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 *Position*	**Kaiwhakahaere Ako** Manager – Educational Delivery	
Uepū / Wāhanga *Department*	Aramātauranga	
Takiwā / Rohe *District / Region*	As confirmed in letter of offer	
Wāhi Mahi *Location*	As confirmed in letter of offer	
Whakatau ki *Reports to*	Kaiarataki Ako Lead – Educational Delivery	
Māka Pūtea *Salary Grade*	Level 5 (with Degree) Level 6 (with Master's Degree)	
Māngai Pūtea *Financial Delegation*	TBC	
Wā Roanga *Tenure*	As confirmed in letter of offer	
Ngā Rōpu Whaihua *Functional Relationships*	<u>Internal</u> • Kaiako • Educational Delivery Management Team, other Takiwā/Rohe Leaders and Managers, and Kaimahi at Sites within the Takiwā • Akoranga Leadership and Kaimahi • Other Uepū, Wāhanga and Takiwā Managers and Kaimahi	<u>External</u> • Iwi / Hapū • Community • External Stakeholders • Government Agencies • Suppliers and Contractors • Consultants • Internal Auditors • External Auditors

Pūtake Tūranga – Role Purpose

The primary function of the Manager – Educational Delivery is to manage, develop and monitor education delivery within a curriculum and/or geographical area.

Key Performance Indicators	Success Factors
Curriculum - Plan and implement programme delivery - Provide leadership academic management and support to all academic teaching and other kaimahi in their delegated area - Be responsible for the teaching and learning activities of programmes within an allocated curriculum or geographic area - Provide specialist subject knowledge where required, and support to kaimahi in a particular curriculum field - Liaise with Curriculum Leaders from the Akoranga uepū to ensure that programmes are delivered according to programme guidelines - Contribute to programme review, curriculum/resource development, moderation, and internal audit - Monitor compliance of all academic staff with programme guidelines, academic and non-academic policies and standards - Monitor programme academic performance, tauira attendance, programme reporting and internal audits for assigned area	• Knowledge of specialist curriculum area is kept current • Actively researching and developing knowledge of specialist curriculum area, teaching and best practice • Working relationships with local tangata whenua, industry and stakeholder bodies developed • Needs of community identified • Programme guidelines, polices and standards are fully complied with • Supportive relationship with Akoranga has been maintained; with all parties collaboratively working toward delivering the strategic education goals of TWoA • Kaiako are competent in both subject matter and teaching ability
Monitoring and Mentoring - Monitor and assess the delivery of programmes and kaiako records on a regular basis - Consult with Ako Wānanga and create plans for kaiako observation cycles - Work with kaiako on initiating training and learning strategies for best practice teaching - Manage and guide quality improvement and teaching standards - Mentor academic staff in relation to improving teaching and learning	• Internal audit checks are planned and completed • The level of compliance with QMS is documented • In-class observations are conducted within 10 working days of a request/referral • Action plans for best practice achievement are developed, implemented and monitored • Professional development, training, mentoring and performance management are used to address any issues relating to kaiako competence and their ability to provide high quality programme delivery
Accreditation and Moderation - Ensure all programmes meet the requirements of the accreditation documentation and QMS standards - Collect and check moderation evidence as per the moderation plan for each programme before submission to the Portfolio Owner in Akoranga	• Accreditation requirements are met for each programme • Moderation meets external agency requirements and audit standards • Moderation requirements are achieved – without exception

People Leadership - Provide leadership, performance management and support for all direct reports - Build and maintain external relationships with community, employer, industry, iwi and other stakeholder bodies; - Ensure that all human resource processes and practices meet TWoA HR policies and procedures and uphold TWoA as an employer of choice - Manage workforce levels (FTE and skill) to ensure that talent shortages and surpluses have no effect on the ability of the team to deliver a quality product/service	• Team members feel motivated, valued and supported to achieve agreed objectives and key performance indicators (360 feedback or agreed alternatives) • Direct reports achieve agreed objectives including professional development plans and skill advancement • Workforce analysis and plans are current and contribute to effective staffing levels for talent and operational needs (incl. cyclic variance) • Employment and performance issues are addressed in a timely manner and comply with HR policies and procedures
Health and Safety - Ensure the wellbeing, health and safety of staff is supported in accordance with health and safety policies and procedures - Foster the holistic well-being of all takiwā staff - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner	• Takiwā health and safety requirements met • Takiwā based Tau Ora initiatives are promoted and supported • Adherence to all Safety and Wellness policies and procedures • Faults are reported immediately to relevant personnel • Zero harm while carrying out duties
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 pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles	• 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.

Qualifications and Experience	**Qualifications:** • Bachelor Degree in a field related to the programme(s) of responsibility - if no responsibility for delivery of a degree in assigned portfolio • Master's Degree in a field related to the programme(s) of responsibility – if there is responsibility for delivery of a degree • Membership of any professional bodies related to the programme(s) of responsibility • Full NZ Drivers Licence (Clean – Class 1) **Experience:** • 5+ years' adult teaching experience • 2+ years' management experience • Research Active with 3+ published and peer reviewed outputs per annum **Āhuatanga Māori:** • Actively engages in cultural activities and has an excellent understanding of āhuatanga Māori (values, culture and tikanga) • Able to understand and converse in te reo Māori (TARM level 4 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
Technical Skills Are the specialised skills and abilities required for a particular role	• Excellent written and oral communication skills • Excellent relationship management skills • Excellent planning and project/task management skills • Ability to anticipate leadership information requirements and provide timely information to support decision making • Ability to facilitate multi-disciplinary groups to reach conclusions by working collaboratively and influencing appropriately • User knowledge of Ako Wānanga • Sound understanding of relevant legislation, policies and procedures • Sound understanding of the NZ Qualifications Framework
Behavioural Skills and Attributes Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	**He Rautaki Rangatiratanga (Strategic Leadership)** Formulating effective plans consistent with the TWoA strategic plan; reinforcing the Charter; taking a long-term view and acting as a catalyst for organisational changes; building a shared vision with others; influencing others to translate vision into action. **He Huanga Whakariteritenga (Quality Decision Making)** Making well-informed and sound decisions; considering all relevant information, personal experience, perceived implications and exercising good judgement. **He Ūmanga Whakamōhiotanga (Business Acumen)** Understanding the business; having and using knowledge of the organisation and external markets to identify potential risks, threats and opportunities; demonstrating business sense. **He Pūkenga Whakaritenga (Negotiation Skills)** Exploring alternatives to reach outcomes that gain the acceptance of all parties; gaining acceptance to ideas. **He Mōhiotanga Ake (Technical Credibility)** Having the technical knowledge, expertise and skills required to perform effectively within a specific field, functional area or job. - He Mātauranga, He Marautanga (Education/academic literacy in relevant field of study) - He Pūtea Whakahaere (Financial management/awareness) - He Kaupapa Whakahaere mahi (Develop plans for organisation needs) - He Take Whakahaere, He Raupapa mahi (Compliance with organisational policies and processes)

	Whanaungatanga Whakahaere (Relationship Management) Proactively developing and maintaining effective internal and external relationships to facilitate the achievement of work goals. **Whakahautūngia Tāngata (Leading Others)** Inspiring and guiding others towards goal accomplishment; fostering pride, passion and trust; encouraging motivation in direct reports and teams; setting performance expectations and providing development opportunities; providing constructive feedback. **Tū Rangatiratanga (Leadership Courage)** Thriving in a leadership role; facing challenges head on; encouraging discussion and debate. **Wāhanga Āwhina Tāngata (Customer Service Focus)** Readily adjusting priorities to respond to changing customer demands; anticipating and meeting the needs of customers; committed to the continuous improvement of services. **He Taiao Whakaritenga (Environmental Adaptability)** Manoeuvring through situations effectively; managing the complex interface between central government expectations, external stakeholders and the underpinning culture of TWoA; balancing the cultural needs with the business needs; have the ability to manage confusion and remain balanced. **He Urunga Whakatutukitanga (Drive for Results)** Steering self and others to achieve or exceed results; overcoming obstacles; being concerned with a personal commitment to excellence and a focus on attaining goals; driving performance. **He Mana Tāngata, He Whakapono Tāngata (Integrity and Trust)** Establishing credibility and trustworthiness through appropriate actions; being consistent, dependable and honest.

Te Wānanga o Aotearoa

The guiding principles of Te Wānanga o Aotearoa are inherent in its Vision, Mission Statement, Te Kaupapa and Values.

Whakakitenga – Vision:
"Te Wānanga o Aotearoa will provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world"

Ko Te Uaratanga - Mission
To provide education that best fits the aspirations of this generation, enhances the dreams of future generations and prepares for understanding the essence of past generations
To equip people with knowledge of our heritage, our language, our culture so they can handle the world at large with confidence and self-determination
To empower ones potential for learning as a base for progress in the modern world
To make contributions of consequence
To care
To make our world a better place

Dr. Buck Nin

Ko Te Kaupapa - Philosophy
To provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world
To provide a unique Māori cultural learning environment
To provide practical learning experiences
To provide support, encouragement and guidance to all learners in their pursuit of personal development, learning and employment
To encourage all learners to learn and achieve to their fullest potential
To be a good employer and encourage staff to develop personally and professionally to their fullest potential

Ko Ngā Uara - Values
Our values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga are embedded in and woven through the actions we take to achieve successful outcomes for our tauira (students), as by achieving success for tauira we achieve success as an organisation. Our values also provide an on-going cycle of evaluation and improvement that contributes to the achievement of our Kaupapa and our goals. Te Wānanga o Aotearoa defines its values as follows:

Te Aroha: *Having regard for one another and those for whom we are responsible and to whom we are accountable.*
Te Whakapono: *The basis of our beliefs and the confidence that what we are doing is right.*
Ngā Ture: *The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.*
Kotahitanga: *Unity amongst iwi and other ethnicities; standing as one*

Whānau Transformation through Education

'We will be a leading world-class indigenous organisation dedicated to the successful transformation of the lives of our tauira and their whānau. This will be based on educational excellence achieved through innovation and investing in our people, technology, communication and brand. Whānau transformation through education will be at the heart of everything we do'.