

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga <i>Position</i>	Aukaha Performance & Quality Assurance, Takiwā	
Uepū / Wāhanga <i>Department</i>	Taumatua	
Takiwā / Rohe <i>District</i>	Te Ihu	
Wāhi Mahi <i>Location</i>	Agreed Takiwā Location	
Whakatau ki <i>Reports to</i>	Director – Quality Wāhanga	
Māka Pūtea <i>Salary Grade</i>	Level 11	
Māngai Pūtea <i>Financial Delegation</i>	NA	
Wā Roanga <i>Tenure</i>	Permanent, Full Time	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kaimahi within the Quality Wāhanga • Kaimahi within Te Ihu Takiwā (particularly Ako) • Kaimahi within Taumatua • Other Uepū and Wāhanga Managers and Kaimahi • Takiwā Managers and Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Monitors, • NZQA, WDCs • External Stakeholders • Iwi / Hapū • Contractors and Suppliers

Pūtake Tūranga - Role Purpose

The primary purpose of the role of the Aukaha Performance and Quality Assurance is to provide strategic and operational performance and quality assurance leadership responsibilities within the Takiwā.

Key Performance Indicators	Success Factors
<p>Educational Performance and Quality Assurance</p> <ul style="list-style-type: none"> - Lead continuous self-evaluation practice that enhances effective and collaborative leadership - Lead, oversee and assure academic quality through information and data analysis, monitoring and reporting, including the quality assurance of programme delivery and assessment - Measure and report programme outcomes - Ensure takiwā compliance with all academic regulations and the TWoA Quality Management System (QMS) - Lead quality assurance of assessment practice within the takiwā including contribution toward positively consistent moderation outcomes - Lead quality assurance oversight including programme review and monitoring to ensure accreditation and delivery requirements are completed in line with NZQA requirements. - Champion educational delivery input from the takiwā to ensure curriculum, (marau) development is informed by local stakeholders and the environment - Ensure that the organisational quality management framework is - being effectively applied within the takiwā. - Identify and realise continuous improvement opportunities, including providing feedback to Akoranga on the effectiveness of current programmes and delivery tools - Oversee and ensure the measurement and monitoring of programme learning hours against the approved curriculum 	<ul style="list-style-type: none"> - Promotes, develops and oversees compliance of organisational performance and quality assurance by managing quality policies, standards, procedures, programmes and practices while driving and facilitating continuous improvement - Develops and leads quality improvement activities. - Oversees continual improvement of takiwā internal and external moderation results - Quality management framework is effectively implemented, maintained and monitored - Developments technical and management system reports - Works across wāhanga and drives group to plan, formulate and agree on comprehensive quality best practice - Reviews and reports on compliance objectives.

<p>Visionary and Transformative Leadership</p> <ul style="list-style-type: none"> - Demonstrate commitment to the kaupapa of TWoA - Create and contribute to a work environment that advances and demonstrates innovation, best practice and excellence in education. - Promote, foster and model kaupapa wānanga leadership practices - Contribute and/or manage projects as negotiated and agreed. 	<ul style="list-style-type: none"> - Positive feedback for stakeholders and kaimahi - Kaupapa Wānanga and TWoA values demonstrated in all areas of work and behaviour - Leadership is kaupapa Wānanga based, inclusive, and innovative with a focus on transformation - Contribution made to agreed projects with outcomes achieved
<p>People Leadership</p> <ul style="list-style-type: none"> - Provide visionary and transformative leadership and support for all Takiwā kaimahi - Provide leadership, performance management and support for all direct reports - Develop and implement a Kaupapa Wānanga leadership professional development programme for self and direct reports - Ensure that all human resource processes and practices meet TWoA HR policies and procedures that ensure that TWoA becomes an employer of choice - To foster an organisational culture that supports and encourages high performance and innovation and empowerment of kaimahi 	<ul style="list-style-type: none"> - Team members feel motivated, valued and supported to achieve agreed objectives and key performance indicators - Direct reports achieve agreed objectives including professional development plans and higher qualification requirements - HR policies and procedures supported and complied with - Agree each year with the report line manager on a plan to implement Takiwā initiatives that focus on improved organisational culture and innovation - The team is engaged in Kaimahi Ora, including professional development. - Organisational values are demonstrated - A respected, cohesive, collaborative performance and quality assurance team in the Takiwā is created – “together we can do more” - The team behaves with unity of purpose – “one team, one wānanga” - The team takes responsibility for co-ordinating activities across the Takiwā – doing the right thing at the right time with the right results
<p>Financial Management</p> <ul style="list-style-type: none"> - Contribute toward the development of the annual budget - Ensure achievement of the budget 	<ul style="list-style-type: none"> - Budget developed and approved according to planning requirements - Expenditure targets met with all variances

<ul style="list-style-type: none"> - Operate within delegated authorities - Analyse and review costs regularly to ensure efficiencies 	<p>explained and approved</p> <ul style="list-style-type: none"> - Delegated authorities and all other compliances adhered to
<p>Reporting and Communication</p> <ul style="list-style-type: none"> - Effectively engage and communicate with Te Puna Mātauranga kaimahi - Engage and communicate with Takiwā kaimahi, taura and stakeholders on a regular basis using a variety of modes appropriate to the occasion - Effectively communicate the vision, goals, and business plans - both internally and externally - Build and improve the reputation and profile of TWoA 	<ul style="list-style-type: none"> - Timely and professional communications (using a range of mediums) implemented with positive feedback from staff and stakeholders - All reporting requirements met - Reputation of TWoA enhanced and maintained
<p>Kaimahi Experience</p> <ul style="list-style-type: none"> - Encourage and foster a productive environment that benefit all kaimahi. - Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact day-to-day mahi. - Support kaimahi experience and ensure that kaimahi feel connected, empowered, well-informed and have great experiences at mahi. - Stay abreast to current trends and developments to support and nurture kaimahi experience. 	<ul style="list-style-type: none"> - Kaimahi are secure in the environment they work. - Technology and automation is used to the best advantage. - Kaimahi experiences are considered in all aspects of mahi undertaken. - Trends are analysed and adapted to support the kaimahi experience.
<p>Kaupapa Matua</p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi:</p> <ul style="list-style-type: none"> - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. 	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Organisational values are demonstrated - There are honest relationships between the team, with discussions taken in a robust way - Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te

<ul style="list-style-type: none"> - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<p>Wānanga o Aotearoa its vision, mission, and philosophy.</p>
<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Establish and maintain meaningful strategic relationships with external networks and other relevant external groups. - 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"> - Internal kaimahi relationships are established and maintained with effective communication and engagement and demonstrated outcomes. - Quality relationships established and maintained (underpinned by trust and mutually beneficial outcomes) with external stakeholders. - A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas. - There are honest relationships between the team, with discussions taken in a robust way
<p>Information Management</p> <ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. 	<ul style="list-style-type: none"> - Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.
<p>Health and Safety</p> <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 is 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.

<p>Other Duties</p> <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.
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The kaimahi 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 manager on an annual basis at the performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor Degree level qualification in relevant discipline • A qualification at Level 7 on the New Zealand Qualifications Framework • Full NZ drivers licence (Clean – Class 1) <p>Experience:</p> <ul style="list-style-type: none"> • 5+ years’ experience in process & quality assurance using leading methodologies in process improvement & quality assurance • Experience in analysis of reporting of process improvement and quality assurance • Relevant management experience within the education sector (preferred) <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) • Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification) • Prepared to support other kaimahi to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori • Actively applies Te Wānanga o Aotearoa values in the workplace • 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"> • Excellent written and oral communication skills • Excellent relationship management skills • Confident manager of reporting data collation and presentation • Proven ability to analyse, investigate and interpret data, issues and situations • Sound understanding of risk management processes and procedures • Excellent planning and project / task management skills • Proven ability to plan, develop and implement strategies
<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>Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p>Business Acumen Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>Initiative Is proactive and looks at improving current systems and processes, looking at things in new and better ways.</p>

	<p>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 roadblocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Strategic Leadership Formulates effective plans that are consistent with TWA 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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