

Aro Tūranga

Position Description



Kairangahau Matua (Senior Research Fellow)

Location	Uepū / Wāhanga Department	Akoranga/Te Manawahoukura
	Takiwā / Rohe District	Te Puna Manaaki
	Wāhi Mahi Location	As per letter of offer
Reporting & remuneration	Whakatau ki Reports to	Director – Te Manawahoukura
	Māka Pūtea Salary Grade	LE 10
	Māngai Pūtea Financial Delegation	n/a
	Wā Roanga Tenure	As per letter of offer
Stakeholders	Ngā Rōpu Whaihua Functional Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Kiriwhanake Uepū • Te Manawahoukura kaimahi • Te Wānanga o Aotearoa Kairangahau including Kaiako and kaimahi • Ngā Pouwhakahaere <p>External</p> <ul style="list-style-type: none"> • Iwi/Hapū • External Stakeholders (Contractors and Suppliers) • Unions (TEU & Tuia) • Government Agencies • Consultants • Partner Organisations • Relevant external agencies and providers

Pūtake Tūranga - Role Purpose

The Kairangahau Matua will conduct research and research-related activities either independently or as part of a research team. The role is responsible for leading Rangahau including research design, data collection and analysis alongside mentoring early career kairangahau and building the Rangahau capability across TWoA. In particular, with a focus on the promotion and preservation of Mātauranga Māori, te reo Māori, and tikanga Māori. In addition, the Kairangahau Matua would contribute to the building of iwi, hapū and hapori relationships and disseminate findings through publications in professional quality assured journals, monographs, refereed conference proceedings and intellectual property from their research.

A wānanga as provided under section 398D of the Education and Training Act 2020, is characterised by “Māori, and 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 contribute to the setting of international indigenous standards of teaching and intellectual endeavours”.

Key Performance Indicators	Success Factors
Rangahau and Scholarship	
<ul style="list-style-type: none"> Lead Rangahau projects, from design, data collection and analysis relevant to expertise Maintain an active Rangahau programme conducting high quality rangahau that contributes to Mātauranga development and revitalisation. This includes: <ul style="list-style-type: none"> Writing up research work for publication Addressing matters arising which may affect the achievement of research objectives and deadlines Analysing and interpreting the results of own research and generating original ideas based on outcomes. Identify areas for research, developing new research methods and extending the research portfolio. Research and creative practice work demonstrates quality, impact and standing locally and nationally. 	<ul style="list-style-type: none"> Rangahau projects make an impact through an increase in knowledge and understanding and the discovery of development of new explanations, insights, concepts or processes Well defined and managed timelines Appropriate research methods identified and used eliciting clear and robust findings Data appropriately and ethically gathered Publications in external journals etc Awards and recognition received for work Evidence of influence on policy and practice Rangahau project/s specifically focused on mātauranga Māori, te reo Māori, and tikanga Māori.
Iwi, Hapū, Whānau and Hapori Impact	
<ul style="list-style-type: none"> Supports community well-being outcomes through impactful Rangahau (may include advocating for policy changes and community needs at local and national levels) 	<ul style="list-style-type: none"> Rangahau outputs positively impact on community Policy changes through advocacy
Dissemination of Scholarship	
<ul style="list-style-type: none"> Presents Rangahau at national and or international conferences 	<ul style="list-style-type: none"> Journal articles, book chapters etc are planned out, completed and published and/or exhibited, media related artefacts (film, music composition, toi related).

- Disseminate Rangahau in public and accessible modes to hapori demonstrating impact and wide reach across diverse audiences.

- Publications in journals or presentations at conferences on these kaupapa on Mātauranga and/or tikanga Māori and/or in te reo Māori
- Rangahau findings are being known and understood in hapori across the country
- Invitations to speak at national and or international events
- Successful Community workshops, seminars, presentations or events that promote and/or celebrate mātauranga Māori, te reo Māori, and tikanga Māori
- Evidence of reputation being built through regular dissemination of findings through leading peer reviewed publications, presentations and or exhibitions

Rangahau / Research Funding

- Attract research grants or contracts that build reputation and financial sustainability
- Write funding proposals that respond appropriately to funding criteria and lead to funding allocation.
- Manage successful funding applications through to project completion.

- Success in attracting agreed number of grants or external contracts
- Contribute to income generation for TWoA

People and Leadership Management within TWoA

- Mentor and develop early career researchers including Kaiako and kaimahi and undertake graduate taura supervision where possible
- Leadership of a Manawa Rangahau (Research Lab/Community of Practice)
- Lead and develop direct reports to build on their natural abilities and potential
- Create and contribute towards a work environment that advances and reflects best practice, and the values of TWoA
- Undertake Rangahau leadership roles e.g. committee roles, lead on policy development etc.

- Leadership of collaborative projects
- Frequency and quality of mentorship sessions with kaiako and kaimahi.
- Satisfaction levels of kaiako and kaimahi with the support received
- Progress and completion rates of supervised taura
- Evidence of outputs having positive impact
- Kaimahi ora kōrero are held regularly with direct reports, KPIs are set and agreed and professional development is fostered
- Work practices are positive, models and practices tikanga Māori to support kaimahi and create opportunities with considered analysis and decision making

External Relationship Management

- Represent Te Manawahoukura by positively engaging with internal and external stakeholders, including senior leadership, advisory groups, external reviews committees, end-user advisory groups etc.
- Evidence of growing relationships with external stakeholders
- Build relationships and partner with iwi and hapū to produce Rangahau outcomes

- Quality relationships established and maintained with relevant internal and external stakeholders
- Te Manawahoukura and TWoA reputation enhanced
- Quality relationships developed and maintained with iwi and hapū
- Mātauranga-a-iwi and Mātauranga-a-hapū are celebrated and bolstered

that advance Mātauranga-a-iwi and Mātauranga-a-hapū.

Ethical Approach to Research

- Apply TWoA's Matatika (Ethics approach) to all research
- Apply for ethics approval and receive it
- TWoA's Matatika (Ethics approach) adhered to

> Kaupapa Matua

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;

- Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions
- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa
- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa
- Actions of kaimahi are aligned with Te Wānanga 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 Wānanga o Aotearoa its vision, mission, and philosophy

Kaimahi Experience

- 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 the day-to-day mahi.
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
- Stay abreast to current trends and developments to support and nurture kaimahi experience.
- Kaimahi are listened to and valued when communicated

Health and Safety

- 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
- 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.

Information Management

- Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere
- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation

Other Duties

- 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 pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles
- 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 employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- PhD/doctorate (Any subject)
- (In lieu of a PhD, will consider practice-based expertise & lived Mātauranga of 10+ years in a specialised disciplinary practice e.g. toi.

Experience:

- 5+ years' experience - Leading Rangahau projects/project teams from design, data collection and analysis
- Evidence of completed research (typically 10-20+ publications) published. This may include journal papers, book chapters or alternative publication
- Attracting external research grants, contracts or internal research grants (typically 1-3+)
- Experience presenting Rangahau at National / International conferences
- Demonstrated ability in funding proposal writing with a successful and proven track record
- An established nationally recognised and emerging international reputation in subject area

Āhuetanga Māori:

- Engages in cultural activities and has a sound understanding of āhuetanga Māori (values, culture and tikanga)
- Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)
- Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour
- Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace

Technical Skills

Are the specialised skills and abilities required for a particular role

- Qualitative and/or quantitative Rangahau skills
- Skilled in training and educating users in particular equipment or techniques
- Strong organisational skills related to managing a programme of work efficiently and effectively
- Able to relate effectively and sensitively to taura and kaimahi from a variety of backgrounds and cultures
- Understanding of Kaupapa Māori research methodologies
- Excellent written and oral communication skills
- Confident in collecting data, collation and presentation
- Ability to analyse, investigate and interpret data, issues and situations
- Sound understanding of ethical Rangahau processes and procedures
- Excellent planning and project/task management skills
- Fluency in Microsoft Office