



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 <i>Position</i>	Kaitohutohu – Whakauru Tauria (Advisor – Tauria Recruitment)	
Uepū / Wāhanga <i>Department</i>	Takiwā	
Takiwā / Rohe <i>District</i>	As confirmed in letter of offer	
Wāhi Mahi <i>Location</i>	As confirmed in letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaere Kimi Tauria (Manager – Tauria Recruitment)	
Māka Pūtea <i>Salary Grade</i>	Level 5	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	Permanent full-time	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Takiwā Management, Kaimahi and Sites • Kaimahi within Rākaikahuroa • Tauria 	<u>External</u> <ul style="list-style-type: none"> • Iwi / Hapū • Pasifika and Migrant Communities • Community • Whānau and Supporters • Other Education Providers • Government Agencies • Suppliers and Contractors • Consultants

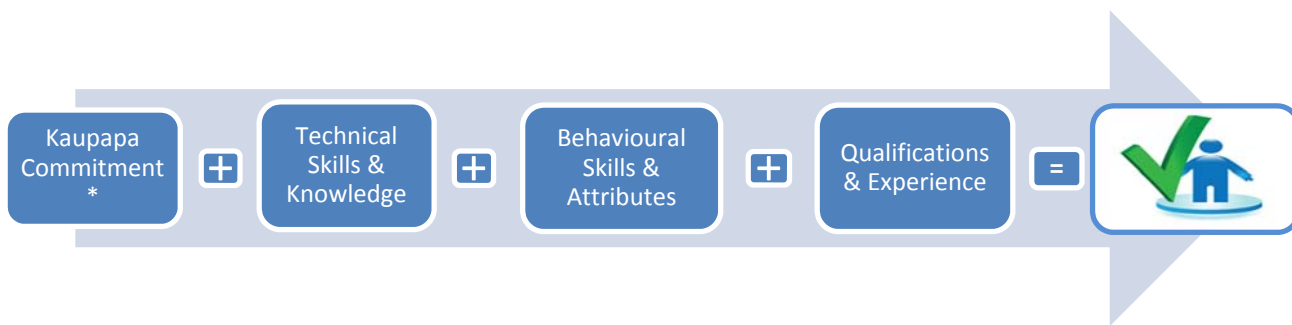
Pūtake Tūranga - Role Purpose

The primary function of the Kaitohutohu – Whakauru Tauria (Advisor – Tauria Recruitment) is to promote, support and contribute to takiwā annual recruitment targets.

Key Performance Indicators	Success Factors
<p>Tauira Recruitment</p> <ul style="list-style-type: none"> - Present and promote TWoA programmes and services to external stakeholders and communities - Develop and implement recruitment plans, projects and campaigns - Use CRM as a recruitment tool - Host programmes, activities and events - Support kaiako to roll-out plans - Provide training in sales and promotions to kaimahi - Establish and manage relationships - Ensure plans align with national strategies - Provide support for home based learning and takiwā based delivery - Identify new recruitment options - Work with Tauira Registry and Educational Delivery to convert expressions of interest to enrolments 	<ul style="list-style-type: none"> • <i>Recruitment plans are sound and align with the recruitment strategy</i> • <i>Kaiako and kaimahi feel motivated and supported in the roll-out of recruitment plans</i> • <i>Training is available and promoted to kaimahi with an interest in recruitment</i> • <i>Teamwork is effectively used to ensure support for recruitment and marketing initiatives</i> • <i>Effective relationships are created and maintained</i> • <i>All recruitment opportunities are investigated and considered</i>
<p>Health and Safety</p> <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> • <i>Adherence to all safety and wellness policies and procedures.</i> • <i>Faults are reported immediately to relevant personnel</i> • <i>Zero harm while carrying out duties</i>
<p>Other Duties</p> <ul style="list-style-type: none"> - 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"> • <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i>

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 set 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"> • Diploma in business or marketing related field and a full clean Driver's Licence <p>Experience:</p> <ul style="list-style-type: none"> • 3+ years' experience in marketing, recruitment or education related role <p>Āhukatanga Māori:</p> <ul style="list-style-type: none"> • Engages in cultural activities and has a sound 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) • Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour • Actively applies 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"> • Excellent promotional and marketing skills • Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) • Excellent written and oral communication skills • Excellent relationship management skills • Sound understanding of brand representation • Understanding of Māori imagery and appropriate usage
<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>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Creativity Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings.</p> <p>Drive for Results Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.</p> <p>Flexibility Works effectively within a variety of situations and with diverse individuals or groups.</p> <p>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.</p>

* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (refer final page of this document) and the commitment to uphold, maintain and strengthen these through our actions and contributions

	<p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p>
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