Role Outline	Coordinator – Tauira Registry
Kaimahi FTE	9
Location	Te Puna Mātauranga
Reporting to	Manager – Tauira Registry
Number of Direct Reports	Nil
Salary Grade	Level 4
Role Overview	The primary purpose of the Coordinator - Tauira Registry is to provide accurate, timely administrative and quality assurance support to Takiwā Student Registry, HBL Providers, Literacy and Numeracy and Dynaspeak in all matters relating to tauira enrolment, attendance, results and graduation. The role will liaise with learning facilitators, tauira and internal and external stakeholders to ensure programme administration and compliance standards are consistently met
Key Deliverables	- Accurate, timely administrative and quality assurance support is provided - Process tauira enrolments in a timely manner and check and maintain the integrity and quality of data - Process enrolments for HBL, Dynaspeak and Prison - Perform data quality checks and spot check and verify enrolments - Reconcile enrolments - Enter and update Tauira information into the student management information system - Manage the inward and outward flow of tauira information both electronically and on paper - Create, store, file and archive tauira records - Provide literacy and numeracy administration support - Print and distribute Academic Records and Tohu - Process tauira files - Provide reports as required - Liaise with the Takiwā Registry team - Co-ordinate the monthly distribution of cohort Kete Resources - Identify and implement on-going quality improvements in all areas *High level deliverables are summarised above. KPIs will be negotiated between kaimahi and management post appointment.*

Position Specification	
Qualifications	• Certificate in computing and / or business administration (Level 4) • Full NZ Drivers Licence
Experience	• Proven (3 – 5 years) experience in academic administration and/or customer service • Proven experience with student management systems • Proven experience in relationship management
Technical Skills	• Intermediate user of student management systems – 101, Provider Administration Management Systems (PAMS) • Intermediate user knowledge of Microsoft Office Suite • Intermediate written and oral communication • Intermediate level of technology proficiency • Excellent relationship management skills • Intermediate typing and data entry • Intermediate understanding of data management principles • Intermediate understanding of Public Records and Privacy Acts • Intermediate understanding of education / academic sector
Mātauranga Māori	Āhuatanga Māori - • Willing to participate in cultural activities and motivated to develop an understanding of Āhuatanga Māori (values, culture and tikanga) Te Reo Māori - • Understands and uses basic Te Reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) Ngā Uara • Actively applies Te Wānanga o Aotearoa values in the workplace