

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>	Analyst - Quality Review & Improvements	
Uepū / Wāhanga <i>Department</i>	Taumatua / Quality Wāhanga	
Takiwā / Rohe <i>District</i>	Te Puna Manaaki	
Wāhi Mahi <i>Location</i>	Te Awamutu	
Whakatau ki <i>Reports to</i>	Team Lead – Quality Team	
Māka Pūtea <i>Salary Grade</i>	Level 8	
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"> Quality Wānanga including Quality Leadership, Tiaki Kounga, Assessment & Moderation teams – Taumatua Kaimahi within Taumatua Other Uepū and Wāhanga Leaders Cultural Leaders Takiwa Leaders and kaimahi 	<u>External</u> <ul style="list-style-type: none"> External Stakeholders Government Agencies (NZQA/TEC/MoE etc) Other Tertiary Providers Relevant Industry Sector Groups and Organisations (External evaluators/moderators) Iwi / Hapū

Pūtake Tūranga - Role Purpose

The primary purpose of the **Analyst: Quality Review & Improvements** is to support, initiate, lead and manage quality improvement and quality assurance initiatives, processes and ongoing projects. As required to provide centralised solutions and support for quality improvement issues identified across TWA, including Ako (Teaching and Learning), Taumatua (Programme Development) and other Uepū. This role will work both in a collaborative and support capacity for quality projects and processes where required, as well as leading and managing their own for quality projects in conjunction with the Quality team, Tiaki Kounga, the Quality Wānanga, Taumatua and Ako.

The **Analyst: Quality Review & Improvements** will be responsive to the needs of Te Wānanga o Aotearoa and the

Quality Wāhanga, so duties may develop and change over time; flexibility and adaptability are required for this role.

Key Performance Indicators	Success Factors
<p>Quality Improvement Initiatives</p> <ul style="list-style-type: none"> - Initiate, scope, develop and implement and lead quality improvement projects (including reviews) based on data-driven insights and organisational priorities 	<ul style="list-style-type: none"> - Lead, coordinate and facilitate project teams, ensuring clear objectives, timelines, and deliverables are established and achieved. - Monitor project progress, track key performance indicators, and provide regular updates to stakeholders. - Implement quality improvement recommendations and outcomes, and monitor impact. - Work collaboratively and cooperatively with internal and external stakeholders to ensure the achievement of quality improvement objectives in a timely and responsive manner. - Proactively work with Taumatua and Ako teams to identify areas for quality improvement. - Create system and processes that identify and address quality improvement gaps.
<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA, with a particular focus on Ako (Teaching and Learning) and Taumatua (Programme Development) as per assigned portfolio - 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
<p>Data Analysis</p> <ul style="list-style-type: none"> - Collect, organize, monitor and analyse data related to quality metrics, performance indicators, stakeholder feedback and process outcomes 	<ul style="list-style-type: none"> - Utilize statistical methods and data visualisation techniques to identify trends, patterns, and areas requiring improvement. - Develop comprehensive reports and presentations to communicate findings and recommendations to stakeholders at all levels.

<p>Process Evaluation</p> <ul style="list-style-type: none"> - Evaluate existing processes, procedures, and workflows to identify inefficiencies, bottlenecks, and opportunities for improvement 	<ul style="list-style-type: none"> - Collaborate with cross-functional (& takiwā) teams to conduct root cause analysis and determine corrective and preventive actions, lead these teams where appropriate. - Provide support with and lead internal processes e.g. Kōmiti Āwhina, Pilot Reviews, Programme Quality Reviews, NZQA monitors visits and external reviews, action plans resolution, Tauaro etc.
<p>Quality Processes</p> <ul style="list-style-type: none"> - Support existing processes and procedures (both Ako and Taumatua) 	<ul style="list-style-type: none"> - Provide support with and lead internal processes e.g. Kōmiti Āwhina, Pilot Reviews, Programme Quality Reviews, NZQA monitors visits and external reviews, action plans resolution, Tauaro etc.
<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 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

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.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Project Management, Teaching & Learning or related field or, • 5+ years’ experience in working in Quality, Quality Assurance, Compliance, Risk in educational setting <p>Experience:</p> <ul style="list-style-type: none"> • 2+ years’ minimum experience with a range of IT range of IT tools that support learning, teaching, reporting and data management • 4+ years’ experience gathering, analysis and documentation <p>Āhukatanga Māori:</p> <ul style="list-style-type: none"> • Willing to participate in cultural activities and motivated to develop an 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) • 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"> • Advanced excel data skills • Intermediate project management skills • Advanced problem-solving skills • Experience using and implementing quality improvement tools • A good understanding of the software that supports data management, databases, reporting and monitoring • Intermediate report writing skills • Strong relationship building and maintenance • Understand the context we work in Maturanga Māori • Understanding of tertiary education sector, including NZQA, TEC and MOE education regulations and guidelines
<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>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>Problem Solving Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</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 road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Understanding</p>

Senses group dynamics such as intentions and needs, what they value and how to motivate them

Independence

Calculates risks and makes difficult decisions despite ambiguity or adversity; and takes responsibility for decisions, actions, risks and results. Has confidence in one's own decisions or opinions, and handles disappointment constructively.

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.

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.