

tūre
whaikōpono
āirōha
kotahitanga



Te Wānanga
o Aotearoa

Aro tūranga

Position Description

A wānanga as provided under section 398D of the Education and Training Act 2023, 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”.

Digital & Instructional Designer – Programme Development

location	Uepū / Wāhanga Department	Taumatua
	Takiwā / Rohe District	Te Puna Manaaki
	Wāhi Mahi Location	Te Awamutu
Reporting & remuneration	Whakataua ki Reports to	Poururuku, Curriculum Development
	Māka Pūtea Salary Grade	Academic Support, Level 7
	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"> • Kaimahi within TWoA • Cultural Leaders • Taura <p>External</p> <ul style="list-style-type: none"> • Iwi / Hapū • Community • External Stakeholders • Subject Matter Experts

		<ul style="list-style-type: none"> Contractors and Suppliers
purpose	Pūtake Tūranga - Role Purpose	<p>The primary purpose of the Digital & Instructional Designer – Programme Development is to work closely with Content Instructional Designers, Programme Developers and Programme Development Advisors to design and create relevant, engaging, innovative and quality programme learning and teaching resources. This will be achieved by using online, multi-media, print and innovative systems in preparation for delivery.</p> <p>Further, the Digital & Instructional Designer – Programme Development will confidently update existing resources as required and maintain current files. Quality learning and teaching documents and resources will support the strategic goals of Te Wānanga o Aotearoa.</p>

Key Performance Indicators	Success Factors
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Digital / Instructional Design

<ul style="list-style-type: none"> -Lead in developing, designing or creating new applications, ideas, systems or digital design artistic contributions -Identify new and innovative digital design technologies and contribute in artistic design platforms -Communicate, teach and instruct on objectives for programme development including instructional methods and learning applications -Lead and promote the development of graphics capability in digitalisation and graphics to enhance learning and knowledge acquisition in the team -Complete all digital learning and teaching resources for assigned programme developments in conjunction with Programme Developers and Programme Development Advisors -Complete amendments for existing programme learning & teaching resource change/s to enhance and support quality programme improvement -Submit resources for internal and external approval as required -Manage time effectively to ensure set timeframes, accuracy and quality standards are met 	<ul style="list-style-type: none"> -Knowledgeable in principles and methods of contemporary and innovative technologies, including communication and media and web development platforms -Knowledgeable in media production, communication and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral and visual media that are fit for purpose -Identification of individual and situational learning needs are assessed and use of effective channels of graphic and digital software learning applied -Appropriate learning strategies are enlisted to enhance learning on graphics design and individual digital learning capability is improved -Assigned programme resources are available, planning is robust and evidenced and project milestones are achieved for assigned programme developments -Feedback gathered to improve quality of re- developed programmes is considered and based upon robust analysis and digital programme resources are developed to the required standard and within the prescribed timeframe -All criteria and procedures within the programme development processes are completed and approved by TWoA, NZQA, the TEC and other related stakeholders -Learning and teaching resources are developed and completed to the highest quality and are available within the required timeframes in preparation for delivery
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-Contribute to instructional, assessment and resource design processes in assigned developments	-Positive kaiako and taura feedback on resources with review timeframes adhered to and updates / improvements meet TWoA compliance regimes
-Contribute towards ongoing improvement of programme related policies, regulations, processes, procedures, guidelines and templates	-A positive contribution is made to all facets of design as required
-Meet and maintain all compliance requirements	-Content is legislatively compliant at all times and meets the requirements of Copyright Act 1994 and its amendments

Brand & Design

-Provide professional design capability in specific disciplines, including graphic design, animation and motion design	-All content plans are designed for each kōnae or module of programme in collaboration with relevant and appropriate stakeholders
-Develop brand and design guidelines for each programme	-Brand and design guidelines meet the required protocols and delivered in agreed timeframes
-Develop, interpret and execute briefs and reverse briefing sessions with creatives and multiple internal clients and be a key point of contact with management and clients	-Positive contribution is made in briefing sessions and content is produced that may be used across a variety of channels and digital platforms
-Collaborate with production and creative teams including designers, sound and audio, production managers, contractors and kaimahi as required	-Collaborative associations are developed and learning activities and module content are designed accordingly
-Produce and manage end-to-end content creation and deliver engaging and creative content on brief	-Programme images and content meet specific briefs and is delivered within the required timeframe
-Deliver projects within agreed timelines	-Projects and programmes meet planned timeframes

Rangahau

- Engage in research and participate in project reviews to improve programme related policies, regulations, processes, procedures and guidelines	-Research and project reviews inform improvements for programme related policies, regulations, processes, procedures and guidelines
- Keep abreast of national and international developments and initiatives in education, technology enhanced learning and online digital delivery	-Ongoing improvements are evident in all technology enhanced learning and online digital delivery
- Maintain current knowledge of teaching and learning resource development practices and associated tools for teaching and learning	-Knowledgeable in principles and methods of contemporary and innovative technologies, including communication and media and web development platforms

Relationships

- Collaborate with Planner – Programme Development, Programme Developer and Programme Development Advisors to reach project milestones and achieve Tokokauneke strategic and team plan	- Relationships are established and maintained throughout developments to meet set milestones
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<ul style="list-style-type: none"> - Create and maintain effective relationships with internal and external stakeholders including community, iwi and industries to inform quality instructional design and development of programme resources - Work collaboratively with other kaimahi to achieve agreed outcomes within required timeframes - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards - Practice and apply Ngā Uara & Ngā Takepū within day to day duties 	<ul style="list-style-type: none"> - Relationships are maintained and enhanced to support Te Wānanga o Aotearoa programme interest - Relationships with kaimahi are developed and maintained to achieve key performances indicators and educational success - Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA - It is evident throughout practice that Ngā Uara & Ngā Takepū are carried out consistently
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Administration and Reporting

<ul style="list-style-type: none"> - Work closely with Programme Developers and Programme Development Advisors to inform reports to the Poururuku – Curriculum Development 	<ul style="list-style-type: none"> - Reports are completed monthly - Administration requests are made within sufficient timeframes to Kaiwhakarite Matua
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Kaupapa Matua

<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 • Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<ul style="list-style-type: none"> • 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
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Kaimahi Experience

<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 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. 	<ul style="list-style-type: none"> • Kaimahi are listened to and valued when communicated
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Health and Safety

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| <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. |
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Information Management

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| <ul style="list-style-type: none"> • Meets 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 |
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Other Duties

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| <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 pōwhiri, 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 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:

- Bachelor of Graphic Design, Media or related field
- Diploma in Online Learning (Level 5-6)
- Diploma in Project Management (Level 5-6)
- Full NZ Drivers Licence

Experience:

- 4+ years' experience in graphic design applications within ITP, PTE and/or Wānanga
- 4+ years' experience in on-line learning and e-learning development
- 4+ years' in learning & resource design and/or instructional design
- 4+ years' experience in project management or equivalent

Āhuetanga Māori:

- Actively engages in cultural activities and has an excellent understanding of āhuetanga Māori (values, culture and tikanga)
- Able to understand and converse in te reo Māori (TARM level 4 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

- Advanced skills in online learning platforms - Adobe's Photoshop, InDesign and Illustrator software - and creating content for online audiences
- Advanced graphic design experience in a studio or creative team
- Proven ability and understanding of HTML and other web design applications
- Advanced knowledge of Microsoft suite applications (i.e. Outlook, Excel, Word, Power Point, Publisher)
- Demonstrated experience working in te ao Māori
- Advanced skills in writing (content development) including advanced grammatical skills and the ability to adapt for various audiences
- Excellent rangahau (research) skills
- Excellent facilitation and relationship management skills
- Demonstrated ability in project management including the capacity to work within tight timeframes and budgets