

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”

Tūranga <i>Position</i>	Content & Instructional Designer	
Uepū / Wāhanga <i>Department</i>	Tokokauneke / Curriculum Development	
Takiwā / Rohe <i>District</i>	Te Puna Mātauranga	
Wāhi Mahi <i>Location</i>	Te Awamutu	
Whakatau ki <i>Reports to</i>	Team Lead – Programme Development	
Māka Pūtea <i>Salary Grade</i>	Level 7	
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"> • Poururuku – Akoranga • Kairuruku – Akoranga • Taura • Digital and Instructional Learning Designer • Graphic designers 	<u>External</u> <ul style="list-style-type: none"> • Programme development contractors • Iwi / Hapū and Community • Key external Stakeholders (eg. schools) • Professional and Legislative Bodies (eg. NZQA, Ministry of Education, Teacher’s Council) • Subject Experts / Educational Networks

Pūtake Tūranga - Role Purpose

The primary purpose of the Content & Instructional Designer is to design and draft purposeful and informed educational activities in preparation for the Digital & Instructional Designers to implement via learning management systems (LMS) and/or printed materials. This position requires the incumbents to work closely with subject matter experts, Kairuruku, Programme Developers, Programme Development Advisors and Digital & Instructional Designers. This role is a critical component of learning design therefore requires excellent listening, research and people skills to gather essential information that inform quality educational activities.

There is a great expectation in this role to ensure that Te Kaupapa Matua and Mātauranga Māori underpin all systems, processes, procedures and practices.

<p>Content & Instructional Design</p> <ul style="list-style-type: none"> - Lead and promote the development of content capability in instructional design to enhance learning and knowledge acquisition in the team - Work closely with Programme Developers and Programme Development Advisors to deliver innovative, evidence-based, and scalable content solutions - Complete amendments for existing programme learning & teaching resource change/s to enhance and support quality programme improvement - Develop, curate, and manage content for the Digital & Instructional Designers - Design and implement innovative professional learning solutions using a variety of methods and tools - Participate in needs assessment to ensure course design and materials address adult learner needs - Collaborate with the team to determine product life cycle framework and maintenance schedule - Submit resources for internal and external approval as required - Manage time effectively to ensure set timeframes, accuracy and quality standards are met - Contribute to content, instructional, assessment and resource design processes in assigned developments - Contribute towards ongoing improvement of programme related policies, regulations, processes, procedures, guidelines and templates - Meet and maintain all compliance requirements 	<ul style="list-style-type: none"> - Appropriate learning strategies are enlisted to enhance learning on content design and individual 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, to the required standard and within the prescribed timeframe - Knowledge is organised, updated, and accessible in the learning management system (LMS) and printed materials - Digital & Instructional Designers are able to produce innovative designs for LMS and printed materials - Content is developed and meets diverse stakeholder and tauria needs - A review cycle is developed that meets NZQA and other legislative requirements - 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 - Positive kaiako and tauria feedback on resources with review timeframes adhered to and updates / improvements meet TWoA compliance regimes - A positive contribution is made to all facets of design as required - Content is legislatively compliant at all times and meets the requirements of Copyright Act 1994 and its amendments

<p>Brand & Design</p> <ul style="list-style-type: none"> - 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 - Collaborate with production and creative teams including designers, sound and audio, production managers, contractors and kaimahi as required - Produce and manage end-to-end content creation and deliver engaging and creative content on brief - Deliver projects within agreed timelines 	<ul style="list-style-type: none"> - Positive contribution is made in briefing sessions and content is produced that may be used across a variety of channels and digital platforms - Collaborative associations are developed and learning activities and module content are designed accordingly - Programme images and content meet specific briefs and is delivered within the required timeframe - Projects and programmes meet planned timeframes
<p>Rangahau</p> <ul style="list-style-type: none"> - Engage in research and participate in project reviews to improve 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 - Maintain current knowledge of teaching and learning resource development practices and associated tools for teaching and learning 	<ul style="list-style-type: none"> - Research and project reviews inform improvements for programme related policies, regulations, processes, procedures and guidelines - Ongoing improvements are evident in all technology enhanced learning and online digital delivery - Knowledgeable in principles and methods of contemporary and innovative technologies, including communication and media and web development platforms
<p>Relationship Management</p> <ul style="list-style-type: none"> - Establish and manage strategic and operational relationships with external stakeholders and kaimahi to support strategic partnerships - Lead the establishment and maintenance of quality internal relationships with kaimahi across TWoA - Work collaboratively with internal and external stakeholders to innovate and develop tools for tauira success - Maintain the highest standard of personal and organisational integrity so that TWoA's reputation is positively enhanced 	<ul style="list-style-type: none"> - Leverage these partnerships to achieve strategic and operational objectives that enhances overall delivery and stakeholder satisfaction, TWoA reputation and credibility with improved service delivery - internal kaimahi relationships are established and maintained with demonstrated outcomes - Collaborative projects are committed to and working parties with internal and external groups are used to support and build innovative pathways - Action occurs with the full knowledge of effect on all parties and the strategic goals and outcomes for TWoA and tauira success
<ul style="list-style-type: none"> - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge 	<ul style="list-style-type: none"> - Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA

behaviour which does not meet ethical standards	
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
Health and Safety <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
Other Duties <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>August 2021</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor Degree in Education or relevant field • Post Graduate Diploma in Project Management - NZQA 11551 and 11552 or equivalent skills and knowledge • Diploma in Te Reo Māori
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<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>Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p>Decision Making Makes quality decisions in a timely manner and under pressure.</p> <p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</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>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> <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>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>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p>
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