

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>	Kaiwhakarite Matua – Senior Administrator	
Uepū / Wāhanga <i>Department</i>	Tokokauneke/Curriculum Development	
Takiwā / Rohe <i>District</i>	Te Puna Mātauranga	
Wāhi Mahi <i>Location</i>	Te Awamutu	
Whakataui ki <i>Reports to</i>	Poururuku, Curriculum Development	
Māka Pūtea <i>Salary Grade</i>	Level 4	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>		
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kairuruku, Programme Developers • Poururuku, Curriculum Development • Planning Manager, Curriculum Development • Kaiārahi Matua, Tokokauneke • Kairuruku & Poururuku within Akoranga • Other TWoA kaimahi 	<u>External</u> <ul style="list-style-type: none"> • NZQA • Stakeholders and Programme Development members • Iwi / Hapū • Community • External Stakeholders • Contractors and Suppliers

Pūtake Tūranga - Role Purpose

The primary function of the Kaiwhakarite Matua is to:

- Provide administrative assistance and support to the Poururuku Curriculum Development and the Curriculum Development team
- Facilitate communications for the wāhanga
- Provide secretarial services for Te Puna Waihanga (Programme Development & Approvals Committee)

to achieve the effective and efficient delivery of the strategic objectives of the wāhanga.

Key Performance Indicators	Success Factors
<p>Business Administration and Support</p> <ul style="list-style-type: none"> - Establish and maintain administration systems and processes within the Curriculum Development office - Provide quality administration support and assistance within Curriculum Development office - Undertake financial administration and procurement tasks and submit invoices as required - Facilitate internal and external communications for the wāhanga as required (verbal and written) - Manage travel bookings for the Curriculum Development team - Provide expertise and knowledge of Tikanga, Te Reo & Āhuetanga Māori - Provide secretarial support and uphold quality standards for Te Puna Waihanga - Co-ordinate and communicate schedules and documentation to participants of Te Puna Waihanga - Provide effective and efficient support to the Poururuku, Curriculum Development - Undertake assigned projects 	<ul style="list-style-type: none"> - Communication and adaptation of standard and customised administration systems is applied within the Curriculum Development office - Efficient & responsive administration support is consistently provided to the Curriculum Development team - Rangatahua and Procurement policies and procedures are complied with - Information is communicated clearly, professionally and in a timely manner to the satisfaction of the receivers - Travel policies and procedures are complied with - Advance knowledge of Tikanga, Te Reo & Āhuetanga Māori is developed and delivered - All communications, timeframes, quality of minutes and collation of submissions for Te Puna Waihanga are carried out effectively - Participants of Te Puna Waihanga receive communications and information in a timely manner within the approved schedule - Minutes are taken and distributed in a professional and timely manner - Actions are communicated to the relevant TPW member/s and/or applicant/s within the prescribed timeframe - Manage Poururuku calendar - Organise and communicate travel, accommodation and hospitality as required for the Poururuku - Attend and organise hui as required for the Poururuku - Complete assigned administration related projects as requested by Poururuku

<p>Relationships</p> <ul style="list-style-type: none"> - Establish and maintain effective relationships with all stakeholders & kaimahi - Work collaboratively with all uepū to achieve educational success - 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 within the Curriculum development team, with stakeholders and kaimahi are fostered and maintained - Relationships with uepū developed and maintained to achieve key performances indicators - 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
<p>Reporting and Analysis</p> <ul style="list-style-type: none"> - Provide assistance to the Poururuku in the creation of monthly reports - Manage internal reporting tools 	<ul style="list-style-type: none"> - Reports and records are compiled accurately and in a timely manner with sufficient time for management to peruse and edit as required - The management team is cognisant of internal reporting requirements - Trends are identified and escalated to management regularly
<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 	<ul style="list-style-type: none"> - Requests by the employer are undertaken - Professional development and training is undertaken as agreed to strengthen practice - Hui are attended as required

<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"> - 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 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"> • Diploma in Business Administration or related qualification • Full NZ Drivers Licence <p>Experience:</p> <ul style="list-style-type: none"> • 5+ years' experience in a lead administrator role <ul style="list-style-type: none"> ○ proven track record in providing support to large functional teams ○ proven ability to work effectively within a culturally diverse environment ○ demonstrated ability to relate directly to people at all levels ○ experience in the field of education <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Actively engages in cultural activities and has an excellent understanding of Āhuatanga 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 āhuatanga Māori and support other kaimahi in the same endeavour • Understands and is an advocate for using 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 knowledge of Microsoft office applications (Outlook, Excel, Word, Power Point, Publisher) • Advanced document formatting skills • Excellent relationship management skills • Excellent written and oral communication skills • Sound knowledge and practice of database & electronic filing • Excellent minute taking skills • Excellent organisational and planning skills • Sound literacy and numeracy skills • Understanding of the NZ Qualifications Framework
<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>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p>

Dependability

Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.

Initiative

Is proactive and looks at improving current systems and processes, looks at things in new and better ways.

Integrity and Honesty

Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.

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.

Relationship Management

Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.

Stress Tolerance

Maintains relationships and copes effectively handling stress in a manner that is acceptable to others and to the organisation.

Team Work

Works collaboratively with a group of people, in order to achieve a goal.

Time Management

Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.