



ABOUT US

Te Wananga o Aotearoa is one of the largest tertiary education institutions across Aotearoa with over 28,000 taura (students) and 80 campuses nationwide. Our mission is to achieve whānau transformation through education.

Ko Ngā Uara are our values and are embedded in and woven through the actions we take to achieve successful outcomes for our taura and kaimahi. Our values are:

- Te Aroha** Having regard for one another and those for whom we are responsible and to whom we are accountable
- Te Whakapono** The basis of our beliefs and the confidence that what we are doing is right
- Ngā Ture** The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner
- Kotahitanga** Unity amongst iwi and other ethnicities; standing as one



ABOUT THE UEPŪ & WĀHANGA (Team)

Taumatua uepū is responsible for strategic planning, quality assurance, project management, legal and compliance. Through advice, planning and monitoring they assist the organisation to realise its vision of whānau transformation through education.

Te Karumārama wāhanga provides strategy and performance information and advice to internal stakeholders and governance, and also houses our Enterprise Project Management Office (“EPMO”). The EPMO is the strategic and administrative centre for projects across the organisation to ensure project management and associated artefacts are consistent across the organisation and that projects are monitored for effectiveness



THE ROLE

Position Title:	Senior Coordinator- Te Karumārama
Reports to:	Head Quality
Direct Reports:	Nil
Indirect Reports:	Nil
Location	Te Puna Mātauranga
Tenure	Permanent, full time
Salary Grade	Level 5

The role is responsible for providing coordination and administration support to the Head - Te Karumārama, EPMO and Te Karumārama to achieve the effective and efficient delivery of performance, advisory and project outcomes.

The key responsibilities of the role include:

- Providing quality coordination, administrative support, and functional assistance to the Head – Te Karumārama, EPMO and to Te Karumārama wāhanga as required.
- Monitoring, tracking and supporting various wāhanga initiatives, project milestones and deliverables and other related tasks, across the Wāhanga to support Head – Te Karumārama to deliver assigned strategic objectives
- Managing and prioritising multiple tasks that have been assigned to the wāhanga.
- Facilitating day to day operations and activities, and general office management, including minute taking, report preparation and compilation, and organisation and scheduling hui as requested.
- **Please Note:** High Level Accountabilities have been provided - Key Performance Indicators and Success Factors will be negotiated between kaimahi and management post appointment.



WHAT YOU WILL BRING

Experience

- 5-6 years in administration including minute taking and documentation/report drafting.
- 4 years' experience in the Tertiary Education sector.
- 2 years' experience in project coordination.

Qualifications and Certifications

- Diploma in Business Administration or relevant qualification

Technical Skills

- Excellent written and oral communication skills.
- Excellent relationship management skills.
- Accurate and proficient in typing and data entry.
- Confident manager or reporting and data entry.
- Excellent planning and project/task management skills.
- Advanced user knowledge of Microsoft suit of applications (ie. Outlook, Excel, Word, Power Point, Publisher, Teams).
- Knowledge of best practice project management methodologies and practices.

Āhuatanga Māori

- Knowledgeable in Te Ao Māori (Māori World) and is seen as a leader for Āhuatanga Māori (values, culture and tikanga)
- Prepared to increase knowledge, understanding and everyday use of Te Reo and Āhuatanga Māori and support other kaimahi in the same endeavour
- Ngā Uara - Provides guidance and leadership for Te Wānanga o Aotearoa values



BEHAVIOURAL COMPETENCIES

Attention to Detail

Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

Dependability

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

Organising

Marshalls 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.

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.

Time Management

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