|  |
| --- |
| A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, 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 contributes to the setting of international indigenous standards of teaching and intellectual endeavour”*.* |
| **Tūranga / Position:**  | **Coordinator – Capability and Development (PROPOSED)** |
| **Uepū / Wāhanga Department**  | Kiriwhanake / Organisational Culture and Capability |
| **Takiwā / Rohe / District** | Te Puna Manaaki |
| **Wāhi Mahi / Location**  | As per letter of offer |
| **Reports to** | Head – Leadership and Culture |
| **Whakatau ki / Direct reports**  | 0 |
| **Indirect Reports** | 0 |
| **Māka Pūtea */* Salary Grade:** | TBC |
| **Wā Roanga /** Tenure | As per letter of offer |
| Key Relationships | **Internal:**  | * Heads and Team Leads of Organisational Culture and Capability
* Kiriwhanake uepū
* Te Wānanga o Aotearoa kaimahi
 |
| **External:** | * Iwi / Hapu
* External Training Providers
* Travel agents
* Venue management
* Consultants
 |

# Pūtake Tūranga */* Role Purpose

The purpose of the Coordinator - Capability and Development is to provide quality coordination and administrative support by coordinating capability-building programs and talent development initiatives. This role ensures the efficient and effective delivery of training and development programmes that align with strategic business objectives, enhance kaimahi skills, and foster a high-performance culture. The role will support the Organisational Culture and Capability wāhanga with delivery scheduling, venue, catering and travel bookings, and maintain attendance and outcome data relating to capability development.

In addition, the Coordinator – Capability and Development will process professional development applications and provide administrative support and coordination for new resources and delivery modules.

| **Key Responsibilities** | **Deliverables / Outcomes** |
| --- | --- |
| **Administration and Coordination** | * Develop and maintain administration systems and processes.
* Coordinate end-to-end training and development programs, including scheduling, course bookings and subscription maintenance, logistics, and participant communication.
* Provide quality administrative support and assistance.
* Undertake financial administration and procurement tasks and submit invoices as required.
* Maintain and update training records in the Learning Management System (LMS) to meet audit and policy compliance and generate reports as required.
* Complete all records management and filing and source and store resources and documents in accordance with document filing and storage protocols.
* Manage the Organisation Culture and Development inbox and respond to queries accordingly, escalating matters to appropriate channels.
* Respond to internal and external related queries or requests.
 |
| **Professional Development** | * Assist in the creation and rollout of capability frameworks, competency assessments, and career development plans.
* Manage venue, catering and travel bookings associated with Capability Development activities.
* Maintain and share delivery schedules with team.
* Maintain attendance and outcome data relating to capability development initiatives.
* Process professional development applications within agreed timeframes.
* Provide administrative support and coordination in development of new resources and delivery modules.
 |
| **Project Coordination** | * Manage timelines, deliverables, and reporting for various capability and development projects.
* Prepare communications, presentations, and reports for stakeholders to track program success and progress.
* Ensure that all project activities are aligned with organisational policies and best practices.
 |
| **Reporting** | * Prepare and collate information required to support the reporting requirements for the Organisational Culture and Capability wāhanga.
* Provide support to collate and prepare data for programme surveys to evaluate training and inform future initiatives.
* Accurate maintenance of training records, program documentation, and reporting to monitor progress and outcomes.
* Create and maintain central electronic storage for all documentation and materials.
 |
| **Stakeholder Management** | * Develop and maintain collaborative and quality relationships with external provider and suppliers.
* Establish and maintain active and constructive relationships with other teams in the organisation.
* Coordinate with internal stakeholders to gather requirements, assess needs, and ensure program alignment.
* Liaise with external training vendors and consultants to secure training resources and manage budgets.
 |
| **Kaupapa Matua**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:* 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.
* Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata).
 | * Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.
* Actions of kaimahi are aligned with Te Wānanga o 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.
 |
| **Information Management**  | * Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.
* Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.
 |
| **Health and safety** | * Ensure kaimahi are informed of and trained in safe practices and procedures in their specific areas of work.
* Health, safety and wellness policies and procedures are adhered to and complied with.
 |
| **Other Duties** | * Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
 |
| The kaimahi shall be required to exercise all their skills and knowledge in the achievement of the position deliverables / objectives and to follow any current or future procedures and policies related to achieving the deliverables / 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 manager of the kaimahi on an annual basis. |

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications:** | * Diploma in Business Administration or Management.
* Full NZ Drivers Licence.
 |
| **Essential Experience and Skills:** | * 3+ years’ experience in human resource administration.
* 2+ years project coordination.
* Excellent skills and understanding in utilising survey data.
* Demonstrated skills and experience in event management.
* Strong organisational and project management skills.
* Excellent communication and interpersonal abilities.
* Proficiency in Learning Management Systems and Microsoft Office Suite.
* Strong relationship management skills.
 |
| **Āhuatanga Māori** | * Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga).
* Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 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.
* Actively applies Te Wānanga o Aotearoa values in the workplace.
 |
| **Essential Attributes:** | * Possesses tenacity and perseverance.
* Takes initiative.
* Works well with all kinds of people.
* Remains calm under pressure.
 |