



Te Wānanga  
o Aotearoa

# aro tūranga

## Position Description

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)”.

### Specialist - Leadership and Talent Development

location	<b>Uepū / Wāhanga</b> Department	Kiriwhanake
	<b>Takiwā / Rohe</b> District	Te Puna Manaaki & Takiwa
	<b>Wāhi Mahi</b> Location	
Reporting & remuneration	<b>Whakatau ki</b> Reports to	Head – Organisational Development & Capability
	<b>Māka Pūtea</b> Salary Grade	Level 8
	<b>Māngai Pūtea</b> Financial Delegation	Nil
	<b>Wā Roanga</b> Tenure	As per letter of offer
Stakeholders	<b>Ngā Rōpu Whaihua</b> Functional Relationships	<b>Internal</b> <ul style="list-style-type: none"><li>• Kiriwhanake Uepū</li><li>• Te Wānanga o Aotearoa Kaimahi</li><li>• Other Uepū and Wāhanga</li><li>• Key stakeholders within Te Wānanga o Aotearoa</li></ul> <b>External</b> <ul style="list-style-type: none"><li>• Iwi/Hapū</li><li>• External Stakeholders (Contractors and Suppliers)</li><li>• Consultants</li><li>• Partner Organisations</li></ul>
	<b>Pūtake Tūranga - Role Purpose</b>	Lead and contribute to the design, development and delivery of organisational leadership and management capability development initiatives aligned to organisational strategy and identified needs.

Key Performance Indicators	Success Factors
<b>Planning and Solution Design</b>	
<ul style="list-style-type: none"> <li>Develop capability framework to identify learning gaps using a needs analysis process to design learning solutions.</li> <li>Design and implement essential management training modules for managers and leaders, both existing and prospective.</li> <li>Plan and develop annual calendar and rollout plan</li> <li>Build collaborative relationships to maximise the impact of development programmes and activities.</li> <li>Partner with Kiriwhanake Advisors and Employment Relations team to understand and support management capability and talent management needs of differing uepū</li> </ul>	<ul style="list-style-type: none"> <li>Frameworks are developed with user management</li> <li>Required tasks within projects and programmes are completed appropriately</li> </ul>
<b>Capability Development – Delivery</b>	
<ul style="list-style-type: none"> <li>Deliver training in key kaupapa Māori management and leadership principles and practices (i.e. Management ethics and procedures, coaching and mentoring, performance management, conflict resolution)</li> <li>Organise leadership events around Te Paepaeroa leadership development tools</li> <li>Provide leadership coaching and education on organisational culture principles and effective action planning for leaders and teams.</li> </ul>	
<b>Evaluation and Analysis</b>	
<ul style="list-style-type: none"> <li>Design an evaluation tool that measures the effectiveness of management capability development programmes.</li> <li>Implements strategies to measure, analyse and report effectiveness and impacts of capability development portfolio and delivery and engagement strategies.</li> <li>Evaluate effectiveness of delivery and impact of initiatives.</li> <li>Use self-assessment practices to enhance and inform changes to development portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Scoping and feasibility reports are appropriately informed</li> </ul>
<b>Kaupapa Matua</b>	
<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"> <li>Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions</li> <li>Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.</li> </ul>	<ul style="list-style-type: none"> <li>Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa</li> <li>Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa.</li> <li>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</li> </ul>
<b>Kaimahi Experience</b>	
<ul style="list-style-type: none"> <li>Encourage and foster a productive environment that benefit all kaimahi.</li> <li>Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi.</li> </ul>	<ul style="list-style-type: none"> <li>Kaimahi are listened to and valued when communicated with</li> <li>Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light</li> </ul>

- 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

### Health and Safety

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| <ul style="list-style-type: none"> <li>• Comply with all health, safety and wellness policy and procedures</li> <li>• Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>• Perform any manual duties in a safe and responsible manner</li> <li>• Report faults in accordance with policy</li> <li>• Process risk management forms and health and safety issues accordingly</li> </ul> | <ul style="list-style-type: none"> <li>• Health, safety and wellness policies and procedures are adhered to and complied with</li> <li>• Risk minimisation assessment is completed and any identified mitigation action taken</li> <li>• Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures</li> <li>• Faults are reported immediately to relevant personnel</li> <li>• Forms are completed that accurately reflect risks and health and safety issues.</li> </ul> |
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### Other Duties

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| <ul style="list-style-type: none"> <li>• Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications</li> <li>• Undertake professional development as identified</li> <li>• Attend hui kaimahi as requested</li> <li>• 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</li> </ul> | <ul style="list-style-type: none"> <li>• Requests by the employer are undertaken</li> <li>• Professional development is undertaken as agreed</li> <li>• Hui are attended as required</li> <li>• Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</li> </ul> |
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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 qualification in Human Resource or Organisational Management.
- Full NZ driver's licence (Clean – Class 1)
- Adult Education or Educational Design

#### Experience:

- Extensive experience in designing programmes for kaupapa Māori organisation
- Extensive experience in organisational development and programme design.
- Proven (5 - 6 years) experience delivering projects within scope, budget, and time frames.

#### Āhuatanga Māori:

- Knowledgeable in Te Ao Māori (Māori World) and is seen as a leader for Āhuatanga Māori (values, culture and tikanga)

- Preferable, Te Reo Māori – High levels of fluency and grammatical accuracy in Te Reo Māori that enable effective communication in written and oral forms.

## Technical Skills

*Are the specialised skills and abilities required for a particular role*

- Excellent relationship management skills
- Excellent written and oral communication skills in English and Te Reo Māori
- Ability to be a change agent who positively influences others.
- Proven ability to effectively present and facilitate either face to face or remotely with audio visual media and other technologies.
- Advanced written and oral communication
- Proficient skills as a mentor/coach (Preferred)
- Proven ability to prioritise, meet deadlines and make best use of limited resources.
- Advanced analytical ability
- Advanced user knowledge of Microsoft Office Suite

## Behavioural Skills and Attributes

*Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles*

### **Approachability**

Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.

### **Compassion**

Genuinely interested in lives of people, their plans, problems and desires; knows about their concerns and questions; listens to personal problems; monitors workloads; and appreciates extra effort.

### **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.

### **Dependability**

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

### **Developing Others**

Fosters the long-term learning or development of others.

### **Expertise**

Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.

### **Reflects on Difficulties**

‘Works through’ the personal experience of having contributed to an unsuccessful outcome.

### **Relationship Management**

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

### **Time Management**

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

