

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:	Kaiwhakarite (Administrator) - Procurement	
Uepū / Wāhanga / Department:	Rangatahua	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Team Lead - Procurement	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 3, Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> Te Wānanga o Aotearoa (TWoA) kaimahi Procurement Team
	External:	<ul style="list-style-type: none"> External Travel providers Contractors and Suppliers

Pūtake Tūranga / Role Purpose:

The primary purpose of the role is to provide administrative support and services for the allocated functional area, with focus in supporting the procurement. At times, incumbent may be required to work across all administrative areas.

Key Responsibilities	Deliverables / Accountabilities
Administration	<ul style="list-style-type: none"> - Provide quality administrative support and technical assistance - Provide distribution of resources through the appropriate booking system - Initiate requisition processes - Support the maintenance of site resources - Undertake day-to-day site operations and activities - Facilitate internal and external communications as required (verbal and written) - Assist procurement team to maintain supplier database - Contribute to the management of the tender process - Support supplier reviews - Administrative and secretarial support to the Director – Business Services and the wider department - Draft reports on travel expenditure - Manage supplier creation and amendments - Administrative support for the contract tender and procurement sourcing processes
Stakeholder Relationship Management & Collaboration	<ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards. - Maintain the highest standard of both personal and organisational integrity in order that the reputation of TWoA is enhanced.
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:	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.

Key Responsibilities	Deliverables / Accountabilities
<ul style="list-style-type: none"> - 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). 	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
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.
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.
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

Person specification

Qualifications:	<ul style="list-style-type: none"> - Certificate in Business Administration or Computing (Level 3) - Full NZ Drivers Licence (Class 1).
Essential Skills and Experience:	<ul style="list-style-type: none"> - 1-2 years administration and support services
Āhuatanga Māori	<ul style="list-style-type: none"> - Willing to participate in cultural activities and motivated to develop an understanding of āhuatanga Māori (values, culture and tikanga) - Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly

	<ul style="list-style-type: none"> - 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:	<ul style="list-style-type: none"> - Advanced user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) - Accurate and proficient in typing and data entry - Excellent relationship management skills - Excellent written and oral communication skills - Confident manager of hui document creation and distribution - Proven ability to take accurate meeting minutes