

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)”.

<b>Tūranga</b> <i>Position</i>	<b>Kaiwhakarite- Rokiroki Mōhiohio Tauira (Administrator – Tauira Registry)</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	Takiwā	
<b>Takiwā / Rohe</b> <i>District</i>	As confirmed in letter of offer	
<b>Wāhi Mahi</b> <i>Location</i>	As confirmed in letter of offer	
<b>Whakatau ki</b> <i>Reports to</i>	Kaiwhakahaere Rokiroki Tauira (Manager Tauira Registry)	
<b>Māka Pūtea</b> <i>Salary Grade</i>	Level 3	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	N/A	
<b>Wā Roanga</b> <i>Tenure</i>	As confirmed in letter of offer	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> <li>• Takiwā Management, Kaimahi and Sites</li> <li>• Kaimahi within Student Registry and Kahutaupua</li> <li>• Tauira</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>• Community</li> <li>• Whānau and Supporters</li> <li>• Government Agencies i.e NSI, Studylink</li> <li>• External Stakeholders</li> </ul>

### **Pūtake Tūranga - Role Purpose**

The primary function of the Kaiwhakarite - Rokiroki Mohiohio Tauira (Administrator – Tauira Registry) is to provide advanced support for tauira enrolment and queries resolving all requests in accordance with the Tauira Registry Procedures. The role is also to facilitate tauira enrolment, capture tauira data and results which contribute to confirming graduation outcomes and to ensure tauira and SDR information is accurate at all times and to provide internal stakeholders expertise training in Tauira Administration Procedures and Systems.

Key Performance Indicators	Success Factors
<b>Enrolments/Data Processing</b> <ul style="list-style-type: none"> <li>- Prepare materials/resources/ and data for enrolment processing</li> <li>- Support kaimahi and tauira to correctly complete enrolment forms if required</li> <li>- Attend enrolment activities to provide Student Registry support when required by your manager</li> <li>- Manage tauira enrolments               <ul style="list-style-type: none"> <li>o Check previous history and verify enrolment information</li> <li>o Cross reference with other databases</li> <li>o Inform tauira of outstanding debt.</li> <li>o Enter tauira information into the student management information system</li> <li>o Classcodes are created within 24 hours of the takiwā Enrolment Plan confirmation or Take2 enrolment patterns being released</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Queries have been responded to within 24 hours</li> <li>• All policy requirements are met</li> <li>• All data entered is actioned within timeframes detailed in the Tauira Registry Procedures (TRP)</li> <li>• Tauira have been informed of their enrolment status within timeframes detailed in the TRP</li> </ul>
<b>Records Management</b> <ul style="list-style-type: none"> <li>- Maintain the integrity and accuracy of tauira information</li> </ul>	<ul style="list-style-type: none"> <li>• Data and documentation is compliant with auditing requirements i.e. TRA, EVR's</li> <li>• Policy requirements are met according to the TRP</li> <li>• Data entry is actioned within timeframes detailed in the TRP</li> </ul>
<b>Data Management and Unit Results</b> <ul style="list-style-type: none"> <li>- Monitor the progressive reporting of unit results</li> <li>- Provide outcome summaries and graduation lists for verification</li> <li>- Ensure data is accurate and compliant</li> <li>- Ensure all data entry is actioned within timeframes detailed in the TRP</li> </ul>	<ul style="list-style-type: none"> <li>• Regular reports have been provided to Ako</li> <li>• All policy requirements have been met</li> <li>• Data is accurate and compliant with TRP</li> </ul>
<b>Training and Support</b> <ul style="list-style-type: none"> <li>- Train and provide ongoing support for kaimahi to correctly complete registry requirements i.e. enrolment forms, 101 training</li> <li>- Identify any training and Development opportunities for upskilling</li> <li>- Provide at least 2 trainings a year with relevant kaimahi (Ako, Whakahaere, Kahutaupua, Tiaki Kounga)</li> <li>- Attend whare (faculty) at least once a month for the sites/ teams in your portfolio</li> <li>- Provide on-going relevant and manager endorsed training and support for team members</li> <li>- Contribute to team review and regular hui</li> <li>- Share best practises with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Communication of all information is concise, clear, timely and appropriate for the audience.</li> <li>• At least 2 training sessions with relevant kaimahi have been carried out</li> <li>• Kaimahi are confident in using our system correctly</li> </ul>

<b>Relationships</b> <ul style="list-style-type: none"> <li>- Build and maintain positive relationships with stakeholders locally and nationally for the benefit of the tauira.</li> </ul>	<ul style="list-style-type: none"> <li>• All communications are concise and appropriate to the audience</li> <li>• The appropriate outcome for stakeholders has been achieved. i.e. Tauira transfer's</li> <li>• No substantiated complaints have been received.</li> </ul>
<b>Health and Safety</b> <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>
<b>Other Duties</b> <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 powhiri, 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>

*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:

<b><u>Qualifications and Experience</u></b>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>• New Zealand Certificate in Business(Administration and Technology) Level 4</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• 4+ years administration and/or data entry experience</li><li>• 2+ years database management experience</li><li>• 2+ years training experience</li><li>• 2+ years auditing and/or compliance experience</li></ul> <b>Āhuatanga Māori: -</b> <ul style="list-style-type: none"><li>• Willing to participate in cultural activities and motivated to develop an understanding of āhuatanga Māori (values, culture and tikanga)</li><li>• Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)</li><li>• Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour</li><li>• Actively applies Te Wānanga o Aotearoa values in the workplace</li></ul>
<b><u>Technical Skills</u></b> Are the specialised skills and abilities required for a particular role	<ul style="list-style-type: none"><li>• Excellent relationship management skills</li><li>• Excellent written and oral communication skills</li><li>• Accurate and proficient in typing and data entry</li><li>• Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher)</li><li>• Understanding of data management principles</li><li>• Understanding of Public Records and Privacy Acts</li><li>• Understanding of education / academic sector</li></ul>
<b><u>Behavioural Skills and Attributes</u></b> Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	<b>Attention to Detail</b> Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.  <b>Dependability</b> Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.  <b>Problem Solving</b> 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.  <b>Technical Credibility</b> Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.  <b>Time Management</b> Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.