**ARO TŪRANGA**



Position Description

*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”.*

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| ***Tūranga*** | **Kairuruku Taituara-a-Rohe** | |
| *Position* | Regional Security Coordinator | |
| ***Wāhanga*** | Takiwā | |
| *Department* |
| ***Takiwā*** | As confirmed in letter of offer | |
| *District* |
| ***Wāhi Mahi*** | As confirmed in letter of offer | |
| *Location* |
| ***Whakatau ki*** | Aukaha Whakaheare (Head Operations) | |
| *Reports to* |
| ***Māka Pūtea*** | Level 6, Allied | |
| *Salary Grade* |
| ***Māngai Pūtea*** | Nil | |
| *Financial Delegation* |
| ***Wā Roanga*** | As confirmed in letter of offer | |
| *Tenure* |
|  | Internal | External |
| ***Ngā Rōpu Whaihua*** | Regional Security Coordinators  Security Monitoring Officers  Rohe Security contact people | Security Contractors |
| *Functional Relationships* | Te Puna Mātauranga contact  people  Line Managers |  |

***Pūtake Tūranga -*** *Role Purpose*

The purpose of this role is to contribute to the success of the tauira journey by performing a variety of security related duties assigned within the allocated region and providing a security service to the delegated areas ensuring that all staff/tauira/visitors to Te Wānanga o Aotearoa are safe and that property and assets are secure.

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| Key Performance Indicators | Success Factors |
| **Property and Asset Security**   Complete key and card issues and audits. Address any issues identified   Manage master key systems / ID – Access cards   Undertake regular site security surveys and ongoing risks analysis to identify any security issues and/or any  required changes to security requirements   Follow TWoA security policy and procedures when addressing any incidents, issues and changes e.g up/down grades in security systems   Identify and address Alarm monitoring and mobile patrol issues   Coordinate any changes or maintenance issues relating to physical security requirements e.g lock gates, bar   Coordinates any changes or maintenance issues relating to electronic security requirements e.g. card  readers, electronic locking device, detection units | **Property and Asset Security**   Minimum of three key and card audits are completed annually   Key/card audit related issues are resolve or if appropriate passed onto a higher authority to deal with. Assist with any re-keying of buildings as required   Security, maintenance issues and changes to security requirements are identified, addressed as appropriate and in  accordance with TWoA policy and procedures   Staff have appropriate access to sites and are aware of security requirements and procedures and receive required training   TWoA property and assets are secure and exiting staff have their security access terminated   All security related incidents are investigated and reported on in a timely manner   Assist Security Monitoring Officers with alarm reviews and participate in planning responses as required   No ongoing alarm monitoring and mobile patrol issues. All high level issues are referred up for resolution |
| **Customer Relations Management**   Gain understanding of customers issues in order to provide meaningful support   Establish and maintain positive working relationship with customers   Provide guidance to managers on all security related areas e.g. user need, problem areas, access levels, security policy and procedures   Liaise with contractors to ensure contract expectations are understood, work is completed to specified  requirements. Assist with implementation of work as  required | **Customer Relations Management**   Evidence of networking and ongoing relationship building is reflected in monthly reporting and from management feedback   Managers are provided with the information and assistance they require   Any contractor issues are resolved or if appropriate passed onto a higher authority to deal with |
| **Personal Risk Management**   Assess potential risks to personnel on an ongoing basis e.g. when visiting sites.   Research customers security guarding and other adhoc requirements. Make formal recommendations  to the Security Manager   Respond to adhoc situations, assess potential risks.  Make recommendations and/or implement risk management measures e,g. Address security issues related to staff working at night   Intervene in any immediate risk to people as appropriate | **Personal Risk Management**   Risk to people associated with TWoA is mitigated and people are safe   Security Manager is provided with recommendations   Immediate risk situations are addressed promptly and appropriately |
| **Administration**  Undertake administration duties e.g. complete monthly, incident, risk analysis, police and adhoc reports, complete business cases maintain work related records | **Administration**   Administrative requirements are completed in the timeframe set and to the standard required   Administration related processes are followed as per the  National Security Managers requirement and in accordance with relevant policies and procedures |
| **Security Operations**  Form part of a security team for special events, e.g. to assist with security operations when the Senior Management Team engages as security unit on any given unit assignment | **Security Operations**  Is available outside of normal work hours to assist with security operations |
| **Emergency Response**  Form part of a security response team when required e.g. to assist with security issues and crisis management situations | **Emergency Response**  Is available outside of “normal” work hours, emergencies are responded to in accordance with relevant policies and procedures |
| Recognise and address circumstances to prevent unhealthy or unsafe situations |  Adherence to all Safety and Wellness policies and  Procedures.   Faults are reported immediately to relevant personnel |
| Any other tasks as and when required | Positive can-do attitude |

*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**

**Kairuruku Taituara-a-Rohe** *(Regional Security Coordinator)*

Kaupapa

+

Commitment \*

Technical Skills

& Knowledge

+

Behavioural

Competencies

+

Qualifications & Experience **=**



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| **Technical Competencies:** Are the specialised skills and abilities required for a particular role | |
|  Intermediate skills in Microsoft Office including Word, Exc | el and Outlook |
|  Perceptive and Analytical Ability: Being able to recognise | potential issues and prepare for intervention |
|  Confidence: Knowing appropriate ways to handle matters | and deal with potential issues without hesitation |
|  Communication (verbal): The ability to articulate messages clearly | |
|  Communication (written): The ability to write in a comprehensive manner | |
| Qualifications and Experience | |
| ***Qualifications:***   Diploma in Security   Must have a clear Police record, hold or be able to obtain a C.O.A (Certificate of Approval to be a responsible employee of a security guard)   Full drivers licence  ***Experience:***   Two years Security experience or similar  ***Āhuatanga Māori:***   Basic level of te reo Māori   Basic Knowledge of tikanga and āhuatanga Māori | |
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| **Behavioural Competencies**  Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles | |
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| Creating & Maintaining Quality Spaces | Leadership & Responsible Stewardship |
| **Customer Focus -** The ability to treat all stakeholders with respect, to anticipate and address needs, to go beyond expectations in providing exceptional support, advise or help... | **Decision Making -** Making the right decision in a timely matter even under pressure |
| Reciprocal Responsibilities | Holistic Wellbeing |
| **Planning/Organising –** Accurately determines the length and difficulty of tasks and projects, has the ability to identify/develop tasks, action processes and timetables needed to meet objectives.  **Problem Solving -** Uses a combination of logic, analysis,  experience, wisdom, and methods to make sound, timely decisions and to solve problems | **Flexibility:** The ability and willingness to work effectively within a variety of situations, and with diverse individuals or groups.  **Team Work:** The process of working collaboratively  with a group of people, in order to achieve a goal |

 *Kaupapa Commitment is the recognition and acknowledgement of TWoA’s Vision, Mission, Philosophy and Values (see page 4) and the commitment to uphold, maintain and strengthen these through our actions and contributions*



**The guiding principles of Te Wānanga are inherent in its Vision, Mission Statement, Te Kaupapa**

**and Values.**

**Whakakitenga – Vision:**

“Te Wānanga o Aotearoa will provide holistic education opportunities of the highest quality for Māori, peoples of

Aotearoa and the world”

**Ko Te Uaratanga - Mission**

To provide education that best fits the aspirations of this generation, enhances the dreams of future generations and prepares for understanding the essence of past generations

To equip people with knowledge of our heritage, our language, our culture so they can handle the world at large with confidence and self-determination

To empower ones potential for learning as a base for progress in the modern world

To make contributions of consequence

To care

To make our world a better place

*Dr. Buck Nin*

**Ko Te Kaupapa - Philosophy**

To provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world

To provide a unique Māori cultural learning environment

To provide practical learning experiences

To provide support, encouragement and guidance to all learners in their pursuit of personal development, learning and employment

To encourage all learners to learn and achieve to their fullest potential

To be a good employer and encourage staff to develop personally and professionally to their fullest potential

**Ko Ngā Uara - Values**

Our values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga are embedded in and woven through the actions we take to achieve successful outcomes for our tauira (students), as by achieving success for tauira we achieve success as an organisation. Our values also provide an ongoing cycle of evaluation and improvement that contributes to the achievement of our Kaupapa and our goals. Te Wānanga o Aotearoa defines its values as follows:

**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 honorable manner.*

**Kotahitanga**: *Unity amongst iwi and other ethnicities; standing as one*

**Definition of a Wānanga:** The definition of a wānanga provided in section 162(4)(b)(iv) of the Education

Act 1989 (as added by section 36 of the Education Amendment Act 1990):

A wānanga 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) and according to tikanga Māori (Māori custom).