



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)”.

Tūranga <i>Position</i>	Co-ordinator – Post Graduate Diploma in Professional Bicultural Supervision	
Uepū / Wāhanga <i>Department</i>	Aramātauranga	
Takiwā / Rohe <i>District / Region</i>	As confirmed in letter of offer	
Wāhi Mahi <i>Location</i>	As confirmed in letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaere Ako (Manager Educational Delivery)	
Māka Pūtea <i>Salary Grade</i>	Level 3	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	As confirmed in letter of offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Tauira • Kaiako, PGDip Professional Bicultural Supervision • Kaiwhakahaere Ako (MED) • Other TWoA kaimahi and associates 	<u>External</u> <ul style="list-style-type: none"> • Potential Tauira • Whānau of tauira • External Stakeholders • Community • Iwi • Members of public • Members of Profession

Pūtake Tūranga - Role Purpose

The primary function of this role is to support the Kaiako both within the classroom including assisting / organising of resources, noho marae, administration support and the recruiting of tauira during the enrolment periods.

Key Performance Indicators	Success Factors
<p>Record Keeping and Administration</p> <ul style="list-style-type: none"> - Use 101 SISS to record results and attendance progressively - File and maintain records of: <ul style="list-style-type: none"> o tauira assessment results o attendance registers o moderation sample preparation o retention plans - Maintain confidentiality of all records - Filing as required - Administration tasks as required 	<ul style="list-style-type: none"> - Accurate results and attendance are recorded in the 101 SISS system within the specified timeframes - All tauira administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWoA) - Confidentiality is kept at all times
<p>Planning and Organising</p> <ul style="list-style-type: none"> - Prepare noho plan that includes: <ul style="list-style-type: none"> o Catering quote o Accommodation quote - Book fleet and drivers - Organise stationery and other class equipment - Book rooms and other resources required 	<ul style="list-style-type: none"> - Noho plan is submitted to MED within the required timeframe - Vehicles and drivers are available as required - Programme has sufficient stationery and other equipment as required
<p>Kaiako Support</p> <ul style="list-style-type: none"> - Prepare class teaching space - Provide support for the programme as directed by the kaiako - Assist the Kaiako with developing and maintaining teaching and learning resources - Assist the Kaiako to introduce and induct tauira into TWoA, the takiwā and the programme 	<ul style="list-style-type: none"> - All facilities and resources are available as required - Teaching and learning resources are co-ordinated and sourced within the appropriate timeframes that ensure a timely delivery of resources - Kaiako receives adequate support, as required to deliver key curriculum outcomes - Tauira Evaluations show an 80% minimum satisfaction score that they received a positive learning experience
<p>Recruitment of Tauira Co-ordination</p> <ul style="list-style-type: none"> - Assist the Kaiako with marketing the programme and recruitment of tauira - Assist Kaiako in the enrolment and EOI process 	<ul style="list-style-type: none"> - At least 80% of the programme's tauira ratios are enrolled at the start of the academic year

Personnel Training & Development <ul style="list-style-type: none"> - Identify and report to the Kaiwhakahaere Ako (MED) any training directly relating to the delivery of the programme - Undergo all training identified by the Kaiako and/or the Kaiwhakahaere Ako (MED) 	<ul style="list-style-type: none"> - Any training undertaken has been recorded and reported to Human Resources - All training has been undertaken and reported to Human Resources
Health and Safety <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> • <i>Adherence to all safety and wellness policies and procedures.</i> • <i>Faults are reported immediately to relevant personnel</i> • <i>Zero harm while carrying out duties</i>
Other Duties <ul style="list-style-type: none"> - Undertake any additional duties as required by management - 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 	<ul style="list-style-type: none"> • <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i>

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:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma in Business Administration and Computing <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience working in a tertiary education environment • Minimum of 3 years' experience administration • Experience working with taura in Post Graduate level study • Experience with higher education support systems <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Ability to demonstrate knowledge and appreciation of Te Reo and Tikanga Māori within a bicultural framework • Knowledgeable in te ao Māori (Māori World) and is seen as a leader for āhuatanga Māori (values, culture and tikanga) • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Intermediate Microsoft Office Suite Skills i.e. PowerPoint, Word, Excel, Visio and Outlook • Multi-media Skills including operating and troubleshooting laptops, projectors, digital video camera and digital audio recorders • Excellent verbal communication skills including the ability to liaise with a diverse group of people • Communication (Effective writing): communicating effectively in writing appropriate for the needs of the taura
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Creativity Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings.</p> <p>Decision Making Makes quality decisions in a timely manner and under pressure.</p> <p>Organising Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p> <p>Self-Management Able to manage workload effectively and without supervision</p>



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).