

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”.

<b><i>Tūranga</i></b> <i>Position</i>	<b>Senior Administrator - Information Management</b>	
<b><i>Uepū / Wāhanga</i></b> <i>Department</i>	<b>Taupārongo</b>	
<b><i>Takiwā / Rohe</i></b> <i>District</i>	<b>Te Puna Manaaki</b>	
<b><i>Wāhi Mahi</i></b> <i>Location</i>	<b>Te Puna Manaaki</b>	
<b><i>Whakatau ki</i></b> <i>Reports to</i>	<b>Team Lead – Business Intelligence</b>	
<b><i>Māka Pūtea</i></b> <i>Salary Grade</i>	<b>Allied, Level 4</b>	
<b><i>Māngai Pūtea</i></b> <i>Financial Delegation</i>	<b>N/A</b>	
<b><i>Wā Roanga</i></b> <i>Tenure</i>	<b>As per Letter of Offer</b>	
<b><i>Ngā Rōpu Whaihua</i></b> <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> <li>Data Information &amp; Records Management (DIRM) team</li> <li>TWoA kaimahi.</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>The Information Management Group (TIMG)</li> <li>Archives New Zealand</li> </ul>

***Pūtake Tūranga - Role Purpose***

The primary purpose of the role is to oversee the effective management of both electronic and physical records; to ensure physical resources are readily available for Te Wānanga o Aotearoa kaimahi; and to provide ongoing communication and updates to kaimahi regarding Information and Records Management policies, procedures, and processes.

Key Performance Indicators	Success Factors
<b>Customer Service</b> <ul style="list-style-type: none"> <li>- Timely, accurate and customer focussed feedback on requests/inquiries.</li> </ul>	<ul style="list-style-type: none"> <li>- Service requests and customer inquiries are addressed within agreed timeframes.</li> </ul>
<b>Records Management</b> <ul style="list-style-type: none"> <li>- Lodging, retrieval, and return of inactive physical records to and from storage.</li> </ul>	<ul style="list-style-type: none"> <li>- Storage provider agreements are complied with.</li> <li>- Records retrieval and return are effectively and accurately managed.</li> </ul>
<ul style="list-style-type: none"> <li>- Regular data audits (<i>i.e. error rate in database entries</i>).</li> <li>- User feedback on data accuracy are identified.</li> </ul>	<ul style="list-style-type: none"> <li>- High data quality within the Inactive Records database is maintained.</li> </ul>
<ul style="list-style-type: none"> <li>- Records destruction compliance and reporting.</li> <li>- Reduction of onsite storage of physical records.</li> </ul>	<ul style="list-style-type: none"> <li>- Activities related to record destruction and reduction are documented and actioned within relevant timeframes.</li> </ul>
<ul style="list-style-type: none"> <li>- Collaborate with Archives NZ to facilitate the transfer of records with archival value as needed.</li> <li>- Safeguarding physical records of long-term value.</li> </ul>	<ul style="list-style-type: none"> <li>- Valuable records are identified and preserved/safeguarded.</li> <li>- Preservation process efficiencies identified and acted on.</li> </ul>
<b>Information Update</b> <ul style="list-style-type: none"> <li>- Manage and update the DIRM team intranet page</li> </ul>	<ul style="list-style-type: none"> <li>- Content reviews and updates are undertaken on agreed timeframes.</li> </ul>
<ul style="list-style-type: none"> <li>- Organize and support IRM training sessions.</li> <li>- Development of online training programmes consistent with TWoA and user needs and expectations.</li> <li>- Develop and maintenance of the online survey.</li> </ul>	<ul style="list-style-type: none"> <li>- TWoA expectations and customer needs are met by effective delivery of training programs.</li> <li>- Online training resources are promoted.</li> <li>- Survey information conveyed to key people and acted upon in accordance with TWoA expectations.</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 to support capabilities and insights that positively impact day-to-day mahi.</li> <li>- Support kaimahi experience and ensure that kaimahi feel connected, empowered, well-informed and have great experiences at mahi.</li> <li>- Stay informed of current trends and developments to support and nurture kaimahi experience.</li> </ul>	<ul style="list-style-type: none"> <li>- Kaimahi are secure in the environment they work.</li> <li>- Technology and automation is used to the best advantage.</li> <li>- Kaimahi experiences are considered in all aspects of mahi undertaken.</li> <li>- Trends are analysed and adapted to support the kaimahi experience.</li> </ul>
<b>Kaupapa Matua</b> <ul style="list-style-type: none"> <li>- 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</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 o Aotearoa values and Te Kaupapa Matua o Te</li> </ul>

<p>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>	<p>Wānanga o Aotearoa.</p> <ul style="list-style-type: none"> <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>
<p><b>Stakeholder Relationships</b></p> <ul style="list-style-type: none"> <li>- Establish and maintain quality internal relationships with kaimahi across the TWoA.</li> <li>- Establish and maintain meaningful strategic relationships with external networks and other relevant external groups.</li> <li>- Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards.</li> </ul>	<ul style="list-style-type: none"> <li>- Internal kaimahi relationships are established and maintained with effective communication and engagement and demonstrated outcomes.</li> <li>- Quality relationships established and maintained (underpinned by trust and mutually beneficial outcomes) with external stakeholders.</li> <li>- A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas.</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> </ul>	<ul style="list-style-type: none"> <li>- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</li> </ul>
<p><b>Health and Safety</b></p> <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>
<p><b>Other Duties</b></p> <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</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>

assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles.	
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*The kaimahi 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 manager on an annual basis at performance review.*

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## Person Specification:

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Secondary school certificate</li> <li>- Relevant industry certification</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- 1-3 years work experience.</li> </ul> <p><b>Āhuetanga Māori:</b></p> <p>Our Values (Ngā Uara)</p> <ul style="list-style-type: none"> <li>- <b>Te Aroha</b> - To be responsible and accountable to each other</li> <li>- <b>Te Whakapono</b> - To hold fast to our beliefs and confidence that what we are doing is right.</li> <li>- <b>Ngā Ture</b> - To maintain the knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.</li> <li>- <b>Kotahitanga</b> - To maintain unity amongst iwi and other ethnicities; standing as one.</li> </ul> <ul style="list-style-type: none"> <li>- Willing to participate in cultural activities and motivated to develop an understanding of āhuetanga 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 āhuetanga Māori and support other kaimahi in the same endeavour</li> <li>- Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>- Intermediate skills in typing, MSWord, PowerPoint, Outlook, and Excel.</li> <li>- Open-source development programs.</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Approachability</b> Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p><b>Co-operation</b> Works co-operatively as a member of a team, proactively sharing knowledge and information.</p> <p><b>Creativity</b> 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><b>Customer Focused</b> 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.</p>

	<p><b>Flexibility</b> Works effectively within a variety of situations and with diverse individuals or groups.</p> <p><b>Focussed Attention</b> Concentrates on a task over a period of time without being distracted.</p> <p><b>Initiative</b> Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p><b>Team Work</b> Works collaboratively with a group of people, in order to achieve a goal.</p>
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