

## POSITION DESCRIPTION

Kaiako (Tutor)

### Part-Time Fixed Term Independent Contractor

Certificate in Project Management (CPM)

<b>Position Title</b>	Kaiako (Tutor) - Certificate in Project Management
<b>Programme Title</b>	Te Tohu Whakahaere Kaupapa Certificate in Project Management (CPM)
<b>Title of Qualifications to which the Programme Leads</b>	New Zealand Certificate in Project Management (Level 4)
<b>Level</b>	4
<b>Location(s)</b>	Nationwide
<b>Employment Status</b>	Independent Contractor
<b>Length</b>	Minimum <b>25</b> weeks. Part-time
<b>Contract Period</b>  <b>Delivery of Programme</b>	Preferred start date for contracts: 24 November 2025 (latest start date 12 January 2026) Finish date for contracts: by 26 July 2026 Start date for classes: The week beginning 16 February 2026 * End date for classes: The week ending 21 June 2026**  * Note: classes may also begin the weeks of 23 February, 2 March or 9 March 2026 due to rolling or delayed start dates. ** Note: End dates may also be 28 June, 5 July or 12 July 2026 dependent on the start date for classes. All work associated with the contract will be completed within two weeks of the end date for classes.
<b>Reports to</b>	Contract Manager – Te Wānanga o Aotearoa Head of Education Delivery Relationship Manager – Aotahi Limited
<b>Remuneration</b>	The base contract price is \$21,095 (plus GST if applicable).  Remuneration for training and supporting tauira enrolment is in addition to the base price. Some performance-based payments are also available. The total contract package is expected to be between \$24,145 and \$28,055 (plus GST if applicable).

<b>Contracting Notes</b>	<p>Withholding Tax will be deducted from the contract price <i>unless</i> the Contractor is GST registered or holds a current Withholding Tax Exemption Certificate.</p> <p>Please note that this Position Description is a guide only and is subject to change at the discretion of Te Wānanga o Aotearoa.</p> <p>All kaiako must have a direct reporting relationship with Te Wānanga o Aotearoa.</p>
<b>Expression of Interest Form</b>	<p>Applicants are required to complete an Expression of Interest Form (provided once an appointment has been confirmed).</p>
<b>Contact</b>	<p>Maatje Te Amo</p> <p>021 991 376</p> <p>maatje@aotahi.com</p>

## **Purpose of Position**

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The programme aims to provide learners with an understanding of project management principles, methodologies, and best practices. Designed for individuals at various stages of their careers, the CPM targets aspiring project managers, current project team members, and professionals seeking to enhance their project management skills.

Kaiako are required to teach tauira in the programme Te Tohu Whakahaere Kaupapa Certificate in Project Management which leads either to the NZ Certificate in Project Management (L4).

Teaching involves but is not limited to developing lesson plans, presenting material to tauira, responding to tauira learning needs, evaluating tauira progress and enabling tauira achievement.

Kaiako are required to be appropriately skilled and qualified to teach at TWoA. This entails a combination of being skilled in TWoA indigenous teaching practices and holding appropriate tertiary credentials to meet delivery and sector requirements.

NOTE: Kaimahi (staff) employed in this role who have tauira (students) under 18 years of age, are required to be safety checked in accordance with the Vulnerable Children Act 2014

## **Responsibilities**

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1. Support marketing and promotion of the Certificate in Project Management (the programme) and associated programmes within Te Wānanga o Aotearoa.
2. Support enrolment of tauira for the programme.
3. Train on programme aims and qualification outcomes, kōnae ako content, materials, delivery methods, assessments, and administration requirements.
4. Undertake the necessary preparation for classes, workshops and / or any other contact delivery time associated with the programme.
5. Deliver the kōnae ako content according to the requirements for contact delivery hours, the methods specified by Te Wānanga o Aotearoa for the intake (class) and the aims and graduate outcomes for the programme.
6. Report to the Contract Manager and Relationship Manager – Aotahi Ltd (or their delegates) regarding matters relating to management, administration, support, and training.
7. Provide tauira support and liaison.
8. Complete all necessary administrative requirements including, but not limited to, recording tauira attendance and marking assessments.

9. Attend in-person and online hui relating to the programme and contract duties.
10. Endeavour to achieve 82% tauira retention, 77% tauira completion and 71% tauira graduation of the programme.
11. Practice the principles and values of the Kaupapa of Te Wānanga o Aotearoa (see [www.twoa.ac.nz](http://www.twoa.ac.nz)).

## Tasks

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### 1 Programme Management:

- Promote the programme in your area, in accordance with practices and processes specified by Te Wānanga o Aotearoa.
- Implement the approved policies and procedures of the programme, as required by the Contract Manager or their delegates.
- Provide regular updates and reports to the Relationship Manager – Aotahi Ltd and Contract Manager (or their delegates) as required and ensure that all kaiako have a direct reporting relationship with Te Wānanga o Aotearoa staff.
- Attend meetings with Te Wānanga o Aotearoa staff when required.

### 2 Programme and Administration Training and Development

- Undertake training on programme aims and graduate outcomes, kōnae ako content, materials, delivery methods, and assessment requirements. This is compulsory.
- Attend a Takiwā Induction and the required contract administration training. This is compulsory for new contractors.
- Attend ‘Kaiako Investment Training’ (KIT), a full day session covering a variety of information relevant to delivering programmes with Te Wānanga o Aotearoa. This is compulsory.
- Maintain high standards by undertaking professional development opportunities as they arise.
- Ensure that the necessary preparation has been undertaken for each kōnae ako prior to Kaiako training and delivery.

### 3 Kōnae Ako Delivery:

- Promote a collaborative, inclusive and supportive learning environment based on Whanaungatanga (respectful relationships and connections), Ako (reciprocal living, learning and teaching), Aro (reflective practices) and Te Hiringa (energy that promotes inspiration and motivation).
- Gain a thorough understanding of the programme delivery methodology for the intake and delivery mode.

- Develop lesson plans for each kōnae ako and submit these to the Contract Manager (or their delegate) prior to the kōnae ako commencing.
- Ensure the necessary delivery tools are ready and available at the delivery site.
- Provide effective delivery of programme contact hours to all tauira.
- Ensure the delivery of contact hours adheres to the required programme contact hours and the Programme timetable.
- Accommodate a range of learner abilities and modify teaching approaches to address tauira individual and group needs and to support academic achievement.
- Mark all assessments in accordance with Te Wānanga o Aotearoa policies.

#### 4 Tauira Liaison and Support:

- Provide tauira support and answer queries during and outside of contact hours, as required.
- Liaise with tauira and provide all programme materials supplied by Te Wānanga o Aotearoa, as per the agreed schedule.
- Maintain regular contact with tauira and help motivate tauira to complete the programme.
- Follow up on non-attendance and develop retention plans.
- Provide each tauira with support sessions, where required, to achieve the required retention, completion, and graduation rates.
- If applicable, attend graduation ceremonies for tauira from intakes previously delivered by the contractor, whether it be for this programme or other Te Wānanga o Aotearoa programmes, that fall within the period of this contract.

#### 5 Programme Administration:

- Effectively manage all tauira information and maintain records using Te Wānanga o Aotearoa systems in accordance with Te Wānanga o Aotearoa policies and processes.
- Complete and submit a Programme Delivery Schedule before the programme start date. This must specify the days and times for all classes, workshops, and wānanga.
- Complete tauira enrolment administration on a timely basis to ensure decisions regarding class approval can occur as early as possible and tauira resources are available when required.
- Undertake tauira induction to Te Wānanga o Aotearoa.
- Ensure class lists are accurate prior to the Last Date for Early Withdrawal (10% of the way through the programme).
- Enter and update tauira results regularly into the student management system iAkoranga, as per the programme timetable.
- Ensure that assessments are regularly uploaded into the student management system iAkoranga for moderation to occur as per TWoA policy / process.

- Maintain an Attendance Register and enter the required data into 101 SISS as soon as possible following each class.
- Identify, develop, and implement intervention strategies (e.g. 101 Retention Plan) or individualised education plans for tauira.
- Report regularly to the Contract Manager (or their delegates). This includes, but is not limited to, completing an initial report and a report for each kōnae ako.
- If requested, return surplus resources to Te Wānanga o Aotearoa or to a location specified by the end of the kōnae ako to which they relate.

## **Person Specification – Kaiako – Certificate in Project Management**

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### **Qualifications**

All kaiako must have the following qualifications or be studying towards them:

- An adult teaching qualification, the minimum being the Certificate in Adult Teaching (CAT) Level 5.
- Unit Standards 4098 and 11552.

If kaiako do not hold these qualifications, they must complete these unit standards within the first two years of appointment.

In addition, kaiako must have:

- A qualification at level 5 or above in project management, business, and/or related subjects.

### **Experience**

Project management and business experience would be an advantage. Examples of relevant experience include:

- Past employment in a project management role, or practical experience managing projects through the operation of a business.
- Practical experience operating a small business, with demonstrated success in business growth and development.
- Application of project management knowledge/tools to manage the initiation, planning, execution, monitoring/controls and closing of projects.
- Application of small business knowledge and tools, across areas such as operations, sales/marketing, HR, accounting/finance, and risk management.
- Experience teaching adult learners.

### **Āhuatanga Māori**

In addition, the following would be advantageous:

- Understanding and use of basic te reo phrases, mihi and greetings (Te Ara Reo Māori level 2 or equivalent qualification).
- Motivation to engage in cultural activities e.g. Karakia, and to develop a sound understanding of Āhuatanga Māori (values, culture and tikanga).
- Can actively apply Te Wānanga o Aotearoa values in the workplace.
- Commitment to understanding Te Tiriti o Waitangi and its relevance to programme delivery at Te Wānanga o Aotearoa.

**Membership / Affiliations**

- Affiliations with Māori and business networks may be an advantage.

**Core Competencies**

- Technical Competencies
  - Moderate to advanced computer skills.
  - Adult facilitation skills.
  - Administration skills.
  - Project management knowledge and skills.
  - Business planning knowledge and skills.
- Position Competencies
  - Planning and organising.
  - Self-management and self-organisation.
  - Excellent interpersonal and communication skills (listening, reading, writing, speaking) that is - appropriate across a range of environments (e.g. personal, professional, social).
  - Experience in facilitating learning.
  - Innovation/creativity.
- Personal Qualities
  - Friendly and approachable.
  - Excellent personal presentation.
  - High energy levels.
  - Self-motivated and able to meet deadlines.
  - Self-reflective practitioner.
  - Able to identify and take steps to prevent potential situations which could result in unpleasant confrontations.
  - Displays initiative.
  - Learner focused – ability to build rapport, have patience and understanding of learners and ability to motivate and encourage learners to maximise their learning experience.

**Facilities Required**

- Access to a computer with Microsoft Word and Excel.
- Reliable internet access and an email address.
- Access to facilities for scanning and printing documents.
- Access to a mobile phone to ensure availability and contact with tauira.