

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>Tūranga / Position:</b>	<b>Senior Coordinator – Educational Services Corrections</b>	
<b>Uepū / Wāhanga / Department:</b>	Ako Excellence / Educational Services Corrections	
<b>Takiwā / Rohe / District:</b>	Te Puna Manaaki	
<b>Wāhi Mahi / Location:</b>	As per letter of offer	
<b>Reports to:</b>	Aukaha Educational Services Corrections	
<b>Whakatau ki / Direct reports:</b>	0	
<b>Indirect Reports:</b>	0	
<b>Māka Pūtea / Salary Grade:</b>	Level 5	
<b>Wā Roanga / Tenure:</b>	As per letter of offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Te Wānanga o Aotearoa (TWoA) kaimahi</li> <li>• Taura Registry</li> <li>• Quality Assurance</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Ara Poutama Aotearoa / Correctional facilities staff and taura</li> <li>• NZQA</li> <li>• Government agencies</li> <li>• Contractors and supplies</li> </ul>

**Pūtake Tūranga / Role Purpose:**

The primary purpose of the Senior Coordinator is to provide coordination and administrative support and services to the Educational Services Corrections (ESC) department to ensure the effective and efficient delivery of the taura programmes. The accountabilities include:

- Provide high-level administrative support and technical assistance to the ESC wāhanga
- Apply initiative to ensure work tasks are completed with minimal direction and support
- Facilitate internal and external communications as directed (verbal and written)

Key Responsibilities	Deliverables / Accountabilities
<b>Administration</b> <ul style="list-style-type: none"> <li>- Develop and maintain administration systems and processes within the ESC office in conjunction with the Aukaha - Educational Services Corrections (ESC)</li> <li>- Provide quality administrative support and assistance within the ESC office</li> <li>- Support kaimahi to complete tauira enrolment process and maintain integrity and accuracy of tauira information</li> <li>- Confirm ongoing enrolments with Ara Poutama</li> <li>- Monitor tauira retention, achievement results and progressive reporting of unit results</li> <li>- Assist with academic compliance processes including validation, resulting and moderation</li> <li>- Provide ongoing tauira achievement updates, outcome summaries and graduation list for verification and approval</li> <li>- Undertake financial administration and procurement tasks and submit invoices as required</li> <li>- Maintain documentation, files and recordable actions to meet audit and policy compliance</li> <li>- Complete all records management and filing and source and store resources and</li> </ul>	<ul style="list-style-type: none"> <li>- New processes and procedures are developed and existing processes and procedures are reviewed and enhanced</li> <li>- Administration functions are managed and delivered in an effective and timely manner and circumstances that require administrative and technical assistance are quickly recognised and addressed</li> <li>- Tauira enrolments and information are accurate, and completed and submitted within the expected timeframe</li> <li>- Regular contact as required by Aukaha – Educational Services Corrections is made with Ara Poutama to confirm enrolments</li> <li>- Records are reviewed weekly / fortnightly and anomalies reported to the Aukaha – Educational Services Corrections</li> <li>- Assistance is provided as required and compliance is maintained</li> <li>- Tauira achievement status is current, reports on outcomes are available and graduation list is provided and approved</li> <li>- Procurement and financial policies and procedures are complied with</li> <li>- All audit and policy compliance requirements are detailed and followed explicitly with any issues found in audits remedied within the agreed timeframe and root cause analysis undertaken to identify preventative measures</li> <li>- All resources and documents are sourced and stored in accordance with protocols and accessible to approved kaimahi only</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<p>documents in accordance with document filing and storage protocols</p> <ul style="list-style-type: none"> <li>- Facilitate allocation of resources for kaiako distribution</li> <li>- Uphold confidentiality as a primary focus at all times</li> <li>- Assist with writing of business cases</li> <li>- Assist in completion of contractor engagement and requisition processes</li> <li>- Monitor contract milestones and payments</li> <li>- Manage daily workflow and prioritise urgent tasks</li> </ul>	<ul style="list-style-type: none"> <li>- Resources are available as required and distributed on request</li> <li>- All tauira and other sensitive information is stored securely and remains a primary consideration in actions undertaken</li> <li>- Business cases are presented professionally and within prescribed timeframes</li> <li>- Contractor processes are followed explicitly</li> <li>- Payments are made in accordance with the approved schedule of payments</li> <li>- Urgent/critical work tasks are prioritised and addressed in advance of non-urgent work tasks</li> </ul>
<p><b>Projects and Operations</b></p> <ul style="list-style-type: none"> <li>- Provide administration and co-ordination of project activities</li> <li>- Organise material and resources</li> <li>- Process agreements, contract requisitions, invoices and other related paperwork</li> <li>- Co-ordinate activities between departments and external stakeholders</li> <li>- Attend tauira graduations as required</li> </ul>	<ul style="list-style-type: none"> <li>- Project/operation coordination and administration is completed in a timely and accurate manner to the satisfaction of all stakeholders</li> <li>- Material and resources are available as required</li> <li>- All documentation is processed in a timely manner, and is accurate and reliable</li> <li>- All stakeholders are cognisant of the Project requirements and are delivered on-time, within budget and receive satisfactory evaluations</li> <li>- Professional support is provided for tauira graduations</li> </ul>
<p><b>Information Management and Reporting</b></p>	<ul style="list-style-type: none"> <li>- Information is available as required and contract reporting requirements are met</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<ul style="list-style-type: none"> <li>- Prepare and collate information required to support the reporting requirements for Aukaha ESC</li> <li>- Create and maintain central electronic storage for all documentation and material</li> </ul>	<ul style="list-style-type: none"> <li>- Documentation and materials are centrally stored, maintained and is easily retrieved</li> </ul>
<b>Stakeholder Relationship Management &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>- Establish and maintain quality internal relationships with kaimahi across the TWoA.</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> <li>- Maintain the highest standard of both personal and organisational integrity in order that the reputation of TWoA is enhanced.</li> </ul>
<b>Kaupapa Matua</b> <p>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 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> <li>- Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata).</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 Wānanga o Aotearoa.</li> <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>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.</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> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> <li>- Recognise and address circumstances to prevent unhealthy or unsafe situations.</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> </ul>
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

## Person specification

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Diploma in Administration, Business or Management (Level 4 or 5) or similar</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<b>Essential Skills and Experience:</b>	<ul style="list-style-type: none"> <li>- 2+ years administration, data entry and collation experience OR</li> <li>- 2+ years project coordination</li> <li>- Experience with the TAKE2 Student Management System and/or the LNAAT Assessment tool an advantage</li> </ul>
<b>Āhukatanga Māori</b>	<ul style="list-style-type: none"> <li>- Engages in cultural activities and has a sound understanding of āhukatanga 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 āhukatanga Māori and support other kaimahi in the same endeavour</li> <li>- Actively applies Te Wānanga o Aotearoa values in the workplace</li> </ul>
<b>Essential Attributes:</b>	<ul style="list-style-type: none"> <li>- Advanced user knowledge of Microsoft suite of applications (i.e. Outlook, Excel, Word, Power Point, Publisher)</li> <li>- Proven ability to work effectively within a culturally diverse environment</li> <li>- Knowledge of academic rules, regulations and processes</li> <li>- Accurate and proficient typing and data entry</li> <li>- Proven ability to analyse, investigate and interpret data, issues and situations</li> <li>- Knowledge and ability in financial literacy</li> <li>- Proven ability to accomplish tasks with accuracy and attention to detail</li> <li>- Excellent written and oral communications with a high level of English grammar, spelling, and business writing</li> <li>- Excellent relationship management skills</li> <li>- Proven ability to take accurate meeting minutes</li> </ul>