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".

Tūranga / Position:	Aukaha – Rangahau (Te Manawahoukura)		
Uepū / Wāhanga / Department:	Ako Excellence/ Te Manawahoukura		
Takiwā / Rohe / District:	Te Puna Manaaki		
Wāhi Mahi / Location:	As per letter of offer		
Reports to:	Paemanu – Te Manawahoukura (Rangahau, Undergraduate and Postgraduate Degrees)		
Whakatau ki / Direct reports:	9 (TBC)		
Indirect Reports:	TBC		
Māka Pūtea / Salary Grade:	11		
Wā Roanga / Tenure:	As per letter of offer		
Key Relationships:	**Internal:**	• Te Manawahoukura kaimahi (Degree, Postgraduate and Kairangahau) • Rangatahua • Kiriwhanake • Procurement • Kaiako	
	External:	• Potential and Existing clients • Government Agencies • Research Funders – MBIE, Royal Society, HRC etc • Iwi / Hapū • Suppliers and Contractors • Consultants • Other tertiary organisations	

Pūtake Tūranga / Role Purpose

The primary purpose of Aukaha – Rangahau is to champion rangahau excellence across Te Wānanga o Aotearoa. This role provides strategic leadership and oversight of kairangāhau within Te Manawahoukura who are engaged in a range of rangahau projects. It is responsible for implementing the Rangahau Strategy by ensuring all rangahau activities across TWoA are coherent, high quality, and aligned with organisational goals. The role also leads the development of rangahau priorities that advance strategic objectives and uphold the mission and values of Te Wānanga o Aotearoa.

Key Responsibilities	Deliverables / Accountabilities
Leadership Provides Kaupapa-Matua based leadership that's strategically aligned, adaptive to change, demonstrating calm and confidence in challenging times	- Authentic, leads collaboratively with integrity and care, grounding decisions and actions in shared values - Positive under pressure, maintains a calm demeanour and exudes confidence in challenging times - Flexible, adaptive to change and supports others to navigate change positively - Creates a supportive, respectful and accountable workplace tone, promoting shared purpose and belief in the collective potential over individual agendas - Communication is transparent, building trust through openness and clarity - Provides positive and constructive feedback, supporting learning and continuous improvement - Consistently role-models excellence and high standards
Role Specific Requirements	**Strategic Leadership and Vision** - Implement the Rangahau Strategy 2026-2030 - Provide strategic oversight of all rangahau activities across TWoA, ensuring coherence and quality - Lead the development of rangahau priorities that support strategic objectives and organisational mission - Establish TWoA as a nationally recognised Rangahauled tertiary education organisation - Champion the integration of rangahau findings into organisational decision-making processes **Management and Development** - Provide mentorship and professional development opportunities for kaimahi - Monitor Rangahau performance and support continuous improvement initiatives - Coordinate resources and support across diverse disciplinary areas - Facilitate interdisciplinary collaboration between programmes, across wāhanga and externally **Quality Assurance and Academic Excellence**

Key Responsibilities	Deliverables / Accountabilities
	- Ensure all rangahau activities meet institutional, ethical, and regulatory standards
	- Oversee rangahau ethics approval processes and ongoing compliance monitoring
	- Implement quality assurance frameworks for rangahau methodologies and outputs
	- Maintain relationships with ethics committees and regulatory bodies
	Rangahau Excellence and Innovation
	- Build and foster a thriving Rangahau culture across Te Wānanga o Aotearoa
	- Support managers of each programme to develop Rangahau capability across their teams
	- Establish Rangahau partnerships with relevant external organisations including iwi and hapū
	- Promote Rangahau-led and informed teaching and culturally grounded creative practice
	- Support kaimahi to secure funding and resources for Indigenous knowledge and hauora Rangahau initiatives
	Capability Building and Development
	- Build internal rangahau capability across all organisational functions through training, mentoring, and professional development
	- Provide pastoral care, mentoring, and career development support for kairangahau within the team
	- Develop rangahau competency frameworks for staff across TWoA
	- Foster a collaborative rangahau culture that encourages innovation and excellence
	- Support kairangahau in developing academic credentials and publication records
	Evidence-Based Practice Development

Key Responsibilities	Deliverables / Accountabilities
	- Lead the development of evidence-based policies and practices that enable a flourishing rangahau environment
	- Ensure all programme development and improvement is informed by robust rangahau evidence
	- Translate rangahau findings into actionable recommendations for teaching and learning enhancement
	Reputation Building and External Relations
	- Enhance TWoA's reputation as a leader in Rangahau
	- Represent the whare at national and international forums
	- Promote Rangahau achievements and contributions
	- Champion thought leadership that positions TWoA at the forefront of Indigenous knowledge scholarship
	- Develop and maintain strategic partnerships with universities, research institutions, and government agencies
	- Lead sector-wide rangahau initiatives and collaborative projects
	- Support the securing of external funding through grant applications and partnership agreements
	- Facilitate knowledge exchange and best practice sharing with external partners
	Resource Management and Planning
	- Oversee budget planning and resource allocation for the whare
	- Oversee workforce planning
	- Contribute to specialised infrastructure requirements
	- Monitor financial performance and ensure sustainability
	Kaupapa Māori Rangahau Leadership
	- Implement kaupapa Māori rangahau methodologies across all appropriate projects
	- Develop tikanga-based protocols for rangahau ethics and data sovereignty

Key Responsibilities	Deliverables / Accountabilities
	- Lead rangahau projects that specifically advance Māori education outcomes and aspirations - Mentor kairangahau in culturally appropriate rangahau practices Collaborate with Māori education providers and iwi on rangahau initiatives **Data Governance and Analytics** - Establish data governance frameworks ensuring privacy, security, and ethical use - Oversee development of predictive analytics capabilities for educational outcomes - Lead implementation of data collection, analysis, and reporting systems - Ensure data sovereignty principles are embedded in all data-related activities - Support evidence-based decision making through robust data analysis and interpretation **Staff Development and Mentoring** - Provide regular mentoring and professional development support for team members - Conduct performance reviews and career planning discussions with direct reports - Support kairangahau in developing publication strategies and academic profiles - Facilitate professional development opportunities including conference attendance and further study - Foster collaborative working relationships within the team and across TWoA **Partnership Development and Management** - Identify and pursue strategic partnerships with other wānanga, universities and research institutions - Negotiate partnership agreements and collaborative rangahau projects - Represent TWoA at sector meetings, conferences, and rangahau forums - Maintain ongoing relationships with external partners and stakeholders **Knowledge Translation and Communication** - Develop rangahau publications, reports, and presentations for diverse audiences - Support the translation of rangahau findings into practical recommendations for policy and practice

Key Responsibilities	Deliverables / Accountabilities
	- Support organisational communication about rangahau activities and outcomes - Present rangahau findings at national and international conferences Contribute to academic publications and peer-reviewed journals **Stakeholder Engagement and Community Relations** - Build and maintain relationships with iwi, hapū, and cultural communities - Engage with relevant external stakeholders and collaborators including the Ministry of Education, the Social Workers Registration Board and others Foster connections with industry and external research organisations.
Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics. Role in organisational success (e.g. service delivery, financial targets, culture).	- Accountable for regional, or national service performance, compliance, and workforce development. - Contributes to leadership groups. - Supports growth of other leaders. - Coaches and grows leadership in others. - Shapes a culture of excellence, learning, and whanaungatanga.
Collective Leadership: Practices collaboration, shared expertise and contributes towards an environment of	- Leads cross-functional projects. - Identifies interdependencies and ensures teams align effectively.
innovative and well-rounded solutions.	- Oversees key initiatives involving multiple teams (e.g., programme revision, stakeholder engagement).
Kaimahi Leadership Has emotional intelligence, coaches confidently and creates an inclusive work environment.	- Builds trust and team cohesion by setting clear direction for team and individual kaimahi. - Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency, including cultural capability.

Key Responsibilities	Deliverables / Accountabilities
	- Ensures that day to day kaimahi management activities are monitored such as attendance, leave, and work performance.
	- Acts according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	- Regional-level authority over planning, kaimahi, and resource allocation. - Keeps upline informed of complex, strategic or people-related issues.
Authorities including but not limited to: Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations Size of the budget the role is responsible for, and/or level of financial decision-making authority. Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.	- Demonstrating Kaitiakitanga through responsible cost awareness and actions, including delegated budget responsibilities. - Acting according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.

Key Responsibilities	Deliverables / Accountabilities
Kaupapa Matua 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 will follow and work by these guiding principles.	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of leaders are aligned with Te Kaupapa Matua - Hold others accountable for applying ngā uara in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
Communications and Relationship Management Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Regional collaboration with providers, and cross-sector stakeholders. - Relationships with key decision makers and opinion leaders is positive and constructive.
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.	- Reports and encourages the reporting of potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Leads with empathy. - Supports kaimahi practice that enhance wellbeing.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.

Key Responsibilities	Deliverables / Accountabilities
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. 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.	

Person specification

Qualifications: *Please list role specific qualifications*	- PhD in a relevant field related to portfolio of responsibility or equivalent practice-based experience in the field, academic leadership experience and a strong Rangahau portfolio
Essential Experience and Skills: *Please list role specific skills and years of experience*	- 10+ years' experience in academic leadership in a tertiary education and/or tertiary level Rangahau environment - 10+ years' teaching experience in a tertiary education environment - A demonstrated commitment to, and performance in, quality tertiary teaching, research, engagement and academic leadership. Ability to support and manage staff across a broad range of disciplines. Proven ability to engage in effective strategic planning and initiative development. Extensive experience in Rangahau practice and dissemination - Excellent coaching and influencing skills. - Proven experience working and supporting diverse client groups. - Excellent relationship management skills with a demonstrated ability to work collaboratively across teams. - Proven ability to analyse, investigate and interpret data, issues and situations. - Excellent skills implementing strategy. - Strong motivational and empowerment skills. - Strong relationship management skills. - Strong communication skills.

Āhuatanga Māori	- Demonstrates a foundational understanding of either Te Reo Māori and Ahurutanga Māori. Or holds deep expertise in other relevant areas (e.g. toi or mātauranga Māori) and a proven ability to work across kaupapa Māori contexts
	- Ensures an environment where self and team participate in cultural activities, such as pōwhiri/karakia/Te Whāriki.
	- Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	**Governance Awareness & System Leadership**
	– Engages with governance stakeholders.
	- Prepares reports and briefings.
	Critical Thinking and Strategic/Planning Contribution
	- Applies insights (e.g., pricing strategy, workforce gaps) to inform operational plans and guide operational decisions.
	- Promotes integrated thinking across services.
	- Collaborates with other uepū and/or wāhanga to ensure decisions reflect tauira, kaiako, kaimahi and community needs.
	Financial Responsibility
	- Understands the importance of budgets and is able to apply to their area of responsibility, or oversees budgets.
	Communication, Motivational and Empowerment Skills
	- Uses story telling and examples to create connection, translate vision into action and adapt to organisation purpose and direction.
	Digital & Technology Fluency, Adoption &
	Modernisation
	- Implements systems and analytics for planning.
	Data-Informed Decision-Making
	- Applies data to improve team performance.
	Innovation & Continuous Improvement
	- Applies innovation frameworks.
	- Embeds ongoing improvement or mātauranga-driven change.