

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”.

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| <b>Tūranga / Position:</b>           | <b>Specialist - Ako Transition</b> |  |
| <b>Uepū / Wāhanga / Department:</b>  | Ako Excellence                     |  |
| <b>Takiwā / Rohe / District:</b>     | As per letter of offer             |  |
| <b>Wāhi Mahi / Location:</b>         | Te Puna Manaaki                    |  |
| <b>Reports to:</b>                   | Aukaha – Ako Strategy              |  |
| <b>Whakatau ki / Direct reports:</b> | nil                                |  |
| <b>Indirect Reports:</b>             | nil                                |  |
| <b>Māka Pūtea / Salary Grade:</b>    | 8                                  |  |
| <b>Wā Roanga / Tenure:</b>           | As per letter of offer             |  |
| <b>Key Relationships:</b>            | <b>Internal:</b>                   | <ul style="list-style-type: none"> <li>• All Te Wānanga o Aotearoa (TWoA) kaimahi</li> <li>• Kiriwhanake</li> </ul>  |
|                                      | <b>External:</b>                   | <ul style="list-style-type: none"> <li>• External Stakeholders (Contractors and Suppliers)</li> <li>• Tauira, iwi, hapū and whānau</li> <li>• Relevant external agencies and providers (TEC, MoE, NZQA)</li> </ul> |

#### **Pūtake Tūranga / Role Purpose**

The primary purpose of the Specialist – Ako Transition is to actively support Ako Excellence leadership in the successful management of transition of key changes that will contribute to Te Pae Tawhiti and more specifically Ako Excellence outcomes.

This role will provide focused support for Paemanu and Aukaha in the change management of people and processes.

| Key Responsibilities              | Deliverables / Accountabilities  |
|-----------------------------------|--|
| <b>Role Specific Requirements</b> | <p><b>Strategic Change Planning</b></p> <ul style="list-style-type: none"> <li>- Contribute to the Ako Excellence strategy function in the development of the Ako Excellence strategic plan, and operational processes for the analysing and reporting of change across the uepū.</li> <li>- Support and guide the Ako Excellence uepū in end-to-end management of organisational change initiatives, from the initial identification and scoping of change requirements through to the implementation and embedding of new ways of working including roadmapping, detailed process and procedure documentation.</li> <li>- Collaborate with the Ako Excellence Paemanu and Aukaha, Ngā Pouwhakahaere (as required) and the Kiriwhanake Uepū to support the operational teams across the Ako Excellence Uepū, ensuring alignment of change activities with Te Wānanga o Aotearoa 's strategic objectives and values.</li> <li>- Translate complex change strategies for Ako Excellence into practical, phased action plans, ensuring that change is appropriately resourced, and transitions are sequenced to support delivery of key business outcomes for Ako Excellence and Te Wānanga o Aotearoa.</li> <li>- Provide Ako Excellence Leadership high quality reports and presentations</li> </ul> <p><b>Change Impact Assessment and Readiness</b></p> <ul style="list-style-type: none"> <li>- Conduct robust change impact assessments to identify potential risks, resourcing needs, operational dependencies and the effects on key stakeholder groups, particularly for Te Wānanga o Aotearoa tauira and kaiako.</li> <li>- Support Te Wānanga o Aotearoa and the Ako Excellence uepū in building readiness for change through clear communication, change adoption strategies, and targeted engagement and training interventions in alignment with the Kiriwhanake Uepū.</li> </ul> <p><b>Business-as-Usual (BAU) Integration</b></p> <ul style="list-style-type: none"> <li>- Ensure a smooth transition from project or initiative delivery into BAU operations for the Ako Excellence uepū, maintaining a line of sight over all major changes and their implications to service continuity across Ako</li> </ul> |

| Key Responsibilities | Deliverables / Accountabilities  |
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|                      | <p>Excellence and Te Wānanga o Aotearoa.</p> <ul style="list-style-type: none"> <li>- Champion post-implementation support mechanisms that reinforce sustainable outcomes and minimise disruption to day-to-day operations for Ako Excellence.</li> <li>- Lead efforts to safeguard BAU performance and quality standards throughout change periods, maintaining visibility of KPIs and service benchmarks for Ako Excellence.</li> </ul> <p><b>Monitoring, Evaluation and Reporting</b></p> <ul style="list-style-type: none"> <li>- Oversee and track the implementation of change projects, ensuring timeframes, budgets, risks and benefits are actively monitored and managed across the Ako Excellence uepū.</li> <li>- Provide timely and insightful reporting to the Paemanu Ako Excellence and Aukaha Ako Strategy, (and Kiriwhanake and Ngā Pouwhakahaere - as required) on change progress, mitigation strategies, risk exposure, and business continuity considerations for the Ako Excellence uepū.</li> <li>- Use feedback, data and evaluation to inform continuous improvement in future change initiatives.</li> </ul> <p><b>Change Advocacy Leadership and Relationship Management</b></p> <ul style="list-style-type: none"> <li>- Lead collaborative projects across the Ako Excellence functions.</li> <li>- Serve as a role model for change, promoting a positive, adaptive and resilient organisational culture.</li> <li>- Provide coaching, advice and tools to the Ako Excellence uepū to support effective change leadership at all levels.</li> <li>- Communicate and coordinate with the Kiriwhanake uepū to maintain an overview of the cumulative impact of change initiatives across Te Wānanga o Aotearoa, ensuring coherence, prioritisation and appropriate pacing.</li> <li>- Work collaboratively with the Kiriwhanake and Ako Excellence uepū's to ensure Te Wānanga o Aotearoa is meeting the fundamental requirement to have the right</li> </ul> |

| Key Responsibilities  | Deliverables / Accountabilities   |
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|   | <p>capability, in the right place, at the right time, with the right cost to support the significant operational shifts and new ways of working across all functions of Te Wānanga o Aotearoa.</p> <ul style="list-style-type: none"> <li>- Act as a key point of coordination for communication and engagement activities related to change, ensuring that stakeholders – including taura and kaiako – are well- informed, supported, and heard throughout all Ako Excellence change and/or transition processes.</li> </ul> |
| <p><b>Driving for Business Performance:</b></p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p> <p>Role in organisational success (e.g. service delivery, financial targets, culture).</p> | <ul style="list-style-type: none"> <li>- Accountable for service delivery, kaimahi performance, and taura outcomes at a local level.</li> <li>- Builds high-performing teams.</li> <li>- Drives team culture and results.</li> </ul>  |
| <p><b>Collective Leadership:</b></p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>  | <ul style="list-style-type: none"> <li>- Coordinates with other functions to solve problems or deliver outcomes.</li> <li>- Encourages collaboration during programme development or delivery cycles.</li> </ul>  |
| <p><b>Kaimahi Leadership</b></p> <p>Has emotional intelligence, coaches confidently and creates an inclusive work environment.</p>  | <ul style="list-style-type: none"> <li>- Builds trust and team cohesion by setting clear direction for team and individual kaimahi.</li> <li>- Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency skills, including cultural capability.</li> <li>- Ensures that day to day kaimahi management activities are monitored such as attendance, leave, and work performance.</li> </ul>                                    |
| <p><b>Problem Solving Requirements including but not limited to:</b></p> <p>Decision-Making Authority &amp;</p>   | <ul style="list-style-type: none"> <li>- Independent decisions on service delivery and team management within site/cluster.</li> <li>- Escalates complex, strategic or people-related issues.</li> </ul>  |

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| <p>Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>   |   |
| <p><b>Authorities including but not limited to:</b></p> <p>Budget Accountability &amp; Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p> <p>Size of the budget the role is responsible for, and/or level of financial decision-making authority.</p> <p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p> | <ul style="list-style-type: none"> <li>- Demonstrates Kaitiakitanga through responsible cost awareness and actions.</li> </ul>  |
| <p><b>Kaupapa Matua</b></p> <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 will follow and work by these guiding principles.</p>  | <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 leaders are aligned with Te Wānanga o Aotearoa.</li> <li>- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.</li> </ul> |
| <p><b>Communications and Relationship Management</b></p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>   | <ul style="list-style-type: none"> <li>- Communications are professional and can be adapted to manage relationships with local partners, kaimahi, and service users.</li> </ul>   |

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| <b>Information Management</b><br>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.   | <ul style="list-style-type: none"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> <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><br>Uphold and comply with the Health and Safety at Work Act 2015.<br>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.   | <ul style="list-style-type: none"> <li>- Reports 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.</li> <li>- Leads with empathy.</li> <li>- Supports kaimahi work-life balance.</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

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| <b>Qualifications:</b><br><i>Please list role specific qualifications</i> | <ul style="list-style-type: none"> <li>- A tertiary qualification in a relevant field such as Organisational Development, Business Management, Human Resources, Education, or Public Policy.</li> <li>- Formal training or certification in Change Management methodologies (e.g., Prosci, Kotter, ADKAR, or APMG Change Management) is highly desirable.</li> <li>- Project management qualifications (e.g., Prince2,</li> </ul> |
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|   | <p>AgilePM, or PMP) are advantageous.</p> <ul style="list-style-type: none"> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>   |
| <p><b>Essential Experience and Skills:</b></p> <p><i>Please list role specific skills and years of experience</i></p> | <ul style="list-style-type: none"> <li>- Demonstrated experience in planning, delivering and embedding organisational change initiatives across complex business environments.</li> <li>- Demonstrated experience in using tools to manage workstreams, track progress and facilitate</li> <li>- Proven ability to work closely with executive and senior leadership teams, providing expert advice, challenge and support during periods of change.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>- Hands-on experience contributing to or managing projects or programmes of work, including transition-to-BAU planning and change adoption strategies.</li> <li>- Experience in managing or supporting change across multiple initiatives concurrently, maintaining a portfolio-wide view of impact, risks and resourcing.</li> <li>- Proven experience working and supporting diverse client groups.</li> <li>- Excellent relationship management skills with a demonstrated ability to work collaboratively across teams.</li> <li>- Proven ability to analyse, investigate and interpret data, issues and situations.</li> <li>- Strong communication and relationship management skills.</li> </ul> |
| <p><b>Āhuatanga Māori</b></p>   | <ul style="list-style-type: none"> <li>- Prepared to increase own knowledge and actively encourages kaimahi to develop te reo and āhurutanga Māori.</li> <li>- Leads by example and encourages participation in cultural activities, such as pōwhiri/karakia/Te Whariki.</li> <li>- Te Kaupapa Mātua is understood and applied to mahi and relationships.</li> </ul>   |
| <p><b>Essential Attributes:</b></p>   | <p><b>Governance Awareness &amp; System Leadership</b></p> <ul style="list-style-type: none"> <li>- Communicates governance expectations to team.</li> </ul> <p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Aligns team objectives with organisational strategy. Seeks insights to improve service delivery.</li> <li>- Supports local implementation of workforce plans and captures team-level stakeholder insights.</li> </ul>  |

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|  | <p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"> <li>- Understands the importance of budgets and is able to apply to their area of responsibility.</li> </ul> <p><b>Communication, motivational and empowerment skills</b></p> <ul style="list-style-type: none"> <li>- Uses storytelling to create a shared space where ideas resonate, and foster alignment, team building and achieve organisation purpose.</li> </ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"> <li>- Promotes digital adoption.</li> </ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"> <li>- Applies data to improve team performance.</li> </ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>- Encourages team innovation.</li> <li>- Leads small improvement projects.</li> </ul> |
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