

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:	Takiwā Ako Manager	
Uepū / Wāhanga / Department:	Ako Excellence / Ako Takiwā Delivery	
Takiwā / Rohe / District:	Takiwā (Te Ihu, Te Waenga, Te Kei)	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Aukaha Ako – Head Ako Takiwā Delivery	
Whakatau ki / Direct reports:	Takiwā Kaiako & Kaimahi Ako Kaiwhakarite Ako	
Indirect Reports:	TBC	
Māka Pūtea / Salary Grade:	Level 10	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> Managers and Kaimahi within the Takiwā Other Uepū Managers and Kaimahi at Te Puna Manaaki Kiriwhanake Tauira
	External:	<ul style="list-style-type: none"> Iwi / Hapū Community External Stakeholders Contractors and Suppliers

Pūtake Tūranga / Role Purpose

The primary function of the Takiwā Ako Manager role is to effectively lead, implement, manage and monitor key Ako Excellence deliverables within a Takiwā ako team / portfolio in alignment with strategic and operational priorities and objectives. The role will support the Aukaha –Ako Takiwā Delivery to lead and oversee operational educational delivery to drive ako excellence and tauira success and mitigate programme delivery risks to the organisation.

The Takiwā Ako Manager is responsible for providing Kaupapa Matua-based, strategically aligned leadership that uplifts, inspires and unites through collaboration, promoting shared purpose, collective potential, continuous improvement and excellence.

Key Responsibilities	Deliverables / Accountabilities
<p>Leadership</p> <p>Provides Kaupapa Matua based leadership that is strategically aligned, adaptive to change, demonstrating calm and confidence in challenging times</p>	<ul style="list-style-type: none"> - Leads collaboratively with integrity and care, grounding decisions and actions in shared values. - Positive under pressure, maintains a calm disposition and exudes confidence in challenging times. - Flexible, adaptive to change and supports others to navigate change positively. - Creates a respectful and supportive workplace tone, promoting shared purpose and belief in the collective potential over individual agendas. - Role-models high standards and accountability, establishing a cohesive, high-performing and excellence-oriented team. - Communication is transparent, building trust through openness and clarity. - Values diverse perspectives drawing on collective insights to guide decision-making. - Provides critically constructive feedback, supporting learning and continuous improvement through growth-minded, purposeful and respectful mentoring.
<p>Role Specific Requirements</p>	<p>Ako Leadership in the Takiwā</p> <ul style="list-style-type: none"> - Lead Ako Takiwā key deliverables within a Takiwā Ako team/portfolio, in collaboration with the Aukaha Ako – Takiwā and monitor closely to ensure key milestones and performance indicators are met to a high standard. - Contribute to the development, successful implementation and review of Takiwā enrolment plans to ensure Equivalent Full-Time Student (EFTS) targets are met and plans are aligned to Te Wānanga o Aotearoa (TWOA) strategic priorities and takiwā needs to ensure sustainability, pathways and growth opportunities. - Support and monitor TWOA enrolment processes to ensure tauira have a positive enrolment experience at TWOA and are confirmed and provided with all programme delivery details in a timely manner, before classes commence. - Ensure kaiako are fully equipped to deliver a positive tauira induction experience and are well prepared to deliver quality programmes to tauira. - Lead, oversee and monitor the delivery of teaching and

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	<p>learning, assessment, quality assurance and academic administration practices within a Takiwā Ako team/portfolio to ensure high quality programmes are delivered and administered consistently, in a timely manner and in alignment with curriculum, TWoA quality management system and Tikanga Ako (Educational Regulations) requirements.</p> <ul style="list-style-type: none"> - Manage and support the planning and delivery of pilot programmes within a takiwā ako team/portfolio. - Lead, oversee and monitor academic performance within a Takiwā Ako team/portfolio to ensure set retention, completion and graduation targets are met and low performance is addressed in a timely manner to lift results. - Lead, oversee and monitor innovative projects within a Takiwā Ako team/portfolio to enhance ako excellence and taurira success. - Lead, oversee and monitor the implementation of continuous improvement and quality management processes within a Takiwā Ako team/portfolio. - Provide specialist subject knowledge and support to kaiako within a takiwā ako team/portfolio and/or liaise with programme advisors and other relevant support kaimahi where required, ensuring kaiako knowledge of specialist curriculum areas are kept current. - Actively participate in the Takiwā Academic Committee (TAC) and other relevant committees/forums as required. - Collaborate with key stakeholders to inform continuous quality improvement of programme delivery, maintaining effective stakeholder relationships to support programme improvement. - Contribute to programme reviews, programme resource development and internal/external audits as required. - Provide or organise relief teaching support to cover Kaiako leave and participate as guest speakers/deliverers as required to support kaiako with programme delivery. - Manage and mitigate programme delivery and academic administration risk to the organisation. <p>Kaimahi Leadership, Development & Performance</p>

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> - Manage kaiako and kaimahi ako recruitment effectively to ensure qualified kaimahi are appointed in a timely manner. - Lead the completion of contracted Kaiako documentation and milestone invoice payments to ensure these are completed to the required standard and processed in a timely manner. - Manage workforce levels (FTE and skill) to ensure that talent shortages and surpluses have no effect on the ability of the team to deliver a quality product/service. - Ensure kaiako and kaimahi ako meet minimum qualifications, receive a quality induction and are fully trained and prepared upon employment to deliver quality programmes to tauira. - Provide, manage and monitor professional development plans for kaiako and ako kaimahi to ensure competency in subject matter, teaching ability and academic administration requirements and processes. - Provide regular opportunities for kaiako and kaimahi ako to share best practice and teaching strategies to enhance programme delivery and teaching practice. - Provide support as required for kaiako and ako kaimahi to participate in research activity that contributes to the advancement of Mātauranga Māori. - Provide effective leadership, performance management and support for kaiako and ako kaimahi that aligns with Ngā Uara and Te Kaupapa Matua o Te Wānanga o Aotearoa, ensuring team members feel motivated, valued and supported. - Lead and support direct reports to achieve agreed objectives including KPI's, professional development plans and higher qualification requirements and provide regular on ongoing feedback on performance utilising Kaimahi Ora kōrero. - Conduct regular team hui to provide clear communication, direction and expectations for direct reports to achieve agreed objectives. - Manage poor performance and breaches of TWoA Code of Conduct ensuring kaimahi are held accountable and responsible for their performance, with poor performance and disciplinary issues addressed with kaimahi at the first available opportunity and in accordance with TWoA and HR

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	<p>policies and procedures.</p> <ul style="list-style-type: none"> - Manage kaiako and kaimahi ako leave balances effectively. - Comply with TWoA HR policies and procedures and uphold TWoA as an employer of choice.
<p>Driving for Business Performance:</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"> - Accountable for service delivery, kaimahi performance, and tauira outcomes at a local level. - Builds high-performing teams. - Drives team culture and results.
<p>Collective Leadership:</p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>	<ul style="list-style-type: none"> - Coordinates with other functions to solve problems or deliver outcomes. - Encourages collaboration during programme development or delivery cycles.
<p>Kaimahi Leadership</p> <p>Has emotional intelligence, coaches confidently and creates an inclusive work environment.</p>	<ul style="list-style-type: none"> - 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 skills, including cultural capability. - Ensures that day to day kaimahi management activities are monitored such as attendance, leave, and work performance.
<p>Problem Solving Requirements including but not limited to:</p> <p>Decision-Making Authority & Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p>	<ul style="list-style-type: none"> - Independent decisions on service delivery and team management within site/cluster. - Escalates complex, strategic or people-related issues.

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Impact of decisions across the organisation or sector.	
<p>Authorities including but not limited to:</p> <p>Budget Accountability & 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"> - Demonstrates Kaitiakitanga through responsible cost awareness and actions.
<p>Kaupapa Matua</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"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of leaders are aligned with Te Wānanga o Aotearoa. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
<p>Communications and Relationship Management</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"> - Communications are professional and can be adapted to manage relationships with local partners, kaimahi, and service users.
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> - 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.

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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.	<ul style="list-style-type: none"> - 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. - Leads with empathy. - Supports kaimahi work-life balance.
Other Duties	<ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
<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

Qualifications: <i>Please list role specific qualifications</i>	<ul style="list-style-type: none"> - Master's qualification in Education, Educational Leadership or relevant field. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills: <i>Please list role specific skills and years of experience</i>	<ul style="list-style-type: none"> - 5+ years' experience in an educational leadership role. - 5+ years management experience in the tertiary education sector. - 5+ years teaching experience. - Experience in quality assurance, educational data analysis and reporting and managing academic performance preferred. - Excellent written and oral communication skills. - Excellent relationship management skills. - Excellent planning and project/task management skills.

	<ul style="list-style-type: none"> - Excellent ability to anticipate leadership information requirements and provide timely information to support decision making. - Ability to facilitate multi-disciplinary groups to reach conclusions by working collaboratively and influencing appropriately. - Excellent understanding of relevant legislation, policies and procedures. - Excellent understanding of the NZQA Qualifications Framework. - Proven ability to analyse, investigate and interpret data, issues and situations. - Sound understanding of risk management processes and procedures. - Proven ability to develop and implement strategies. - Sound knowledge of Microsoft suite of applications (ie. Outlook, MS Teams, Excel, Word, Power Point, Publisher). - Sound understanding of student management systems and other digital platforms. - Strong analytical and problem-solving skills.
Āhuatanga Māori	<ul style="list-style-type: none"> - Prepared to increase own knowledge and actively encourages kaimahi to develop te reo and āhurutanga Māori. - Leads by example and encourages participation in cultural activities, such as pōwhiri/karakia/Te Whariki. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Communicates governance expectations to team. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Aligns team objectives with organisational strategy. Seeks insights to improve service delivery. - Supports local implementation of workforce plans and captures team-level stakeholder insights. <p>Financial Responsibility</p>

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