

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>	Kaiwhakarite (Administrator) Degree and Post Graduate Programmes	
<b>Uepū / Wāhanga / Department:</b>	Ako Excellence / Te Manawahoukura	
<b>Takiwā / Rohe / District:</b>	Te Puna Manaaki	
<b>Wāhi Mahi / Location:</b>	As per letter of offer	
<b>Reports to:</b>	Manager Kaitiakitanga – Post Graduate Diploma in Bicultural Supervision	
<b>Whakatau ki / Direct reports:</b>	0	
<b>Indirect Reports:</b>	0	
<b>Māka Pūtea / Salary Grade:</b>	Level 4	
<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 Manawahoukura kaimahi</li> <li>• Kaiako</li> <li>• Whakatairanga</li> <li>• Rangatahua</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Consultants</li> <li>• External Stakeholders (Contractors and Suppliers)</li> <li>• Tauira and their whanau</li> </ul>

### **Pūtake Tūranga / Role purpose**

The primary purpose of the Kaiwhakarite (Administrator) – Degree and Post Graduate Programmes is to serve as the operational backbone for degree and postgraduate programmes at Te Wānanga o Aotearoa, providing a Takiwā/Site based ‘face’ for degrees and postgraduate programmes alongside hands-on administrative support.

The position ensures seamless programme delivery whilst maintaining academic quality, regulatory compliance, and an excellent tauira experience through comprehensive coordination of educational and administrative activities. These roles support and work across specified degree and postgraduate programmes (Kaitiakitanga Diploma in Bicultural Supervision).

Key Responsibilities	Deliverables / Accountabilities
<b>Role Specific Requirements</b>	<p><b>Programme Administration and Coordination</b></p> <ul style="list-style-type: none"> <li>- Provide comprehensive administrative support for all degree and postgraduate programmes.</li> <li>- Coordinate programme delivery activities and day-to-day operations.</li> <li>- Assist with programme resource coordination including classroom bookings and learning materials.</li> <li>- Manage programme logistics and ensure smooth operational delivery.</li> </ul> <p><b>Quality Management Support</b></p> <ul style="list-style-type: none"> <li>- Support quality assurance processes and compliance requirements.</li> <li>- Assist with preparation for NZQA monitor visits and programme reviews.</li> <li>- Support Annual Monitoring and Aromarau reporting processes.</li> <li>- Maintain moderation samples and assessment documentation.</li> </ul> <p><b>Tauira Support Services</b></p> <ul style="list-style-type: none"> <li>- Serve as first point of contact for tauira administrative enquiries.</li> <li>- Assist with completion and submission of tauira enrolments.</li> <li>- Support kaiako in enrolment and EOI processes.</li> <li>- Keep tauira informed of programme changes and updates.</li> <li>- Assist with tauira induction into TWoA, takiwā, and programmes.</li> </ul> <p><b>Operational Coordination</b></p> <ul style="list-style-type: none"> <li>- Coordinate noho marae logistics including catering, accommodation, and transport.</li> <li>- Arrange travel, accommodation, and kai for kaiako and tauira.</li> <li>- Liaise with Akoranga for operational updates and reporting.</li> <li>- Schedule and coordinate programme activities and learning forums.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p><b>Stakeholder Support</b></p> <ul style="list-style-type: none"> <li>- Support planning and organisation of Komiti Āwhina hui.</li> <li>- Assist with stakeholder engagement activities.</li> <li>- Maintain positive relationships with kaimahi and external partners.</li> <li>- Support communication between various programme stakeholders.</li> </ul> <p><b>Record Management and Administration</b></p> <ul style="list-style-type: none"> <li>- Maintain accurate taura records including assessments, attendance, and progress.</li> <li>- Ensure proper filing and confidentiality of all programme records.</li> <li>- Manage placement databases for relevant degrees.</li> <li>- Receive police vetting forms from taura via the enrolment process and handle police vetting information with integrity and confidentiality.</li> </ul> <p><b>Procurement, Contracting and Financial Administration</b></p> <ul style="list-style-type: none"> <li>- Process purchase orders and requisitions for operational services and resources.</li> <li>- Coordinate quotes from suppliers for catering, accommodation, and transport services.</li> <li>- Maintain supplier contact databases and preferred supplier lists.</li> <li>- Monitor contract deliverables and report performance issues to senior management.</li> <li>- Process invoices for payment and ensure accurate budget coding.</li> <li>- Match purchase orders, delivery receipts, and invoices for payment authorisation.</li> <li>- Maintain procurement filing systems and documentation for audit purposes.</li> <li>- Assist with supplier onboarding and maintenance of vendor records.</li> <li>- Ensure compliance with procurement policies and procedures in day-to-day operations.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>- Develop and maintain collaborative relationships with key clients.</li> <li>- Establish and maintain active and constructive relationships with other teams in the organisation.</li> </ul>
<b>Reporting and Communication</b>	<ul style="list-style-type: none"> <li>- <b>Communication:</b> Communicate with all stakeholders regularly using various communication tools appropriate to the event/occasion.</li> <li>- <b>Reporting:</b> Develop, or oversee the development, of written reports for submission to relevant stakeholders that are accurate, meet TWoA standards and are provided within required timeframes.</li> </ul>
<b>Kaupapa Matua</b> 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.	<ul style="list-style-type: none"> <li>- Kaimahi will actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions.</li> <li>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Participate in activities associated with the culture of our organisation (i.e. pōwhiri, karakia, waiata).</li> <li>- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o 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>- 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>	<ul style="list-style-type: none"> <li>- Comply with all health, safety and wellness policies and procedures.</li> <li>- Recognise and address circumstances to prevent unhealthy or unsafe situations.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<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 Business Administration or Computing (Level 5).</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<b>Essential Experience and Skills:</b>	<ul style="list-style-type: none"> <li>- 5+ years' administration experience at a senior level including: <ul style="list-style-type: none"> <li>o 2+-years' experience in education sector (desirable).</li> <li>o 2+ years' project/events organisation experience.</li> </ul> </li> </ul>
<b>Āhuatanga Māori</b>	<ul style="list-style-type: none"> <li>- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values.</li> <li>- Ability to greet and acknowledge people in Te Reo Māori and pronounce Māori words correctly.</li> <li>- Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour.</li> <li>- Ability to actively apply Te Wānanga o Aotearoa values in the workplace.</li> </ul>
<b>Essential Attributes:</b>	<p><b>Attention to Detail</b> Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p><b>Approachability</b> Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p><b>Customer Focused</b> Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o</p>

	<p>Aotearoa in a positive light.</p> <p><b>Dependability</b> Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p><b>Organising</b> Marshalls resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard.</p> <p><b>Planning</b> Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p><b>Quality Orientation</b> Produces high quality work and results</p>
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