

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 Advisor – Event Management and Stakeholder Engagement</b>	
<b>Uepū / Wāhanga / Department:</b>	Strategy and Transformation	
<b>Takiwā / Rohe / District:</b>	Te Puna Manaaki	
<b>Wāhi Mahi / Location:</b>	As per Letter of Offer	
<b>Reports to:</b>	Senior Specialist – External Strategic Engagement	
<b>Whakatau ki / Direct reports:</b>	n/a	
<b>Indirect Reports:</b>	n/a	
<b>Māka Pūtea / Salary Grade:</b>	Level 7	
<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 Kura Toroa</li> <li>• Ngā Pouwhakahaere</li> <li>• Te Mana Whakahaere and</li> <li>• Governance committees</li> <li>• TPT Office dedicated and support kaimahi</li> <li>• Directors</li> <li>• Kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Consultants</li> <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 Senior Advisor – Event Management and Stakeholder Engagement is leading the design and delivery of national strategic events and stakeholder engagement activities that reflect the kaupapa, values and strategic priorities of Te Wānanga o Aotearoa.

Reporting to the Senior Specialist – External Strategic Engagement, the role ensures that key events and engagement activities enhance organisational reputation, visibility, and influence.

This role is accountable for gathering, analysing and sharing stakeholder voice and insights to support strategic decision-making and service improvement. It ensures that stakeholder data is centralised, accessible, and consistently used to inform planning and outcomes measurement.

Key Responsibilities	Deliverables / Accountabilities
<b>Role Specific Requirements</b>	<p><b>Strategic Event Management</b></p> <ul style="list-style-type: none"> <li>- Coordinate closely with business units, regions, and support teams across the organisation to ensure the seamless operationalisation of national events.</li> <li>- Lead the planning, coordination and delivery of national events that promote Te Wānanga o Aotearoa’s kaupapa and strategic direction.</li> <li>- Develop annual strategic event calendars that align with the priorities of Te Kura Toroa, Pouwhakahaere and Te Pae Tawhiti 2030.</li> <li>- Ensure events are inclusive, culturally grounded, professionally delivered and aligned to kaupapa Māori values.</li> <li>- Oversee procurement, budgeting, logistics, and communications for major internal and external events.</li> <li>- Implement evaluation processes for all events to assess outcomes, engagement, and continuous improvement opportunities.</li> </ul> <p><b>Event Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>- Ensure all stakeholder engagement activity is designed to enhance and support the planning and delivery of national strategic events.</li> <li>- Coordinate engagement approaches that enable meaningful, culturally appropriate interactions at national events.</li> <li>- Work with relevant teams to integrate targeted engagement mechanisms into events, such as feedback tools, surveys, or facilitated wānanga.</li> <li>- Draw upon insights from broader organisational stakeholder data (collected by others) to shape event design, relevance and impact.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> <li>- Ensure engagement-related logistics and communications for national events are cohesive, inclusive and well-executed.</li> <li>- Provide timely reports and reflections on stakeholder engagement outcomes specific to strategic event delivery.</li> <li>- Support the Director to provide insights and reporting for Pouwhakahaere, Te Kura Toroa and Te Mana Whakahaere.</li> </ul> <p><b>National Relationships and Event Partnering</b></p> <ul style="list-style-type: none"> <li>- Coordinate and manage relationships with key national stakeholders and partners to support joint initiatives and co-hosted events.</li> <li>- Represent Te Wānanga o Aotearoa at national events and engagement networks.</li> <li>- Support iwi-led and regional engagement by providing strategic guidance, templates and coordination for iwi strategies and hui planning.</li> </ul> <p><b>Strategic Communications Alignment</b></p> <ul style="list-style-type: none"> <li>- Work closely with the Senior Advisor – External Strategic Communications to ensure consistency of messaging and branding across events and engagement platforms.</li> <li>- Prepare high-quality briefings and collateral for external stakeholders, event hosts and executive participants</li> </ul> <p><b>Reporting and Strategic Advice</b></p> <ul style="list-style-type: none"> <li>- Provide advice to the Director and senior leaders on event and engagement effectiveness and opportunities.</li> <li>- Develop and maintain dashboards, reports, and presentations to support strategic conversations and performance reviews.</li> <li>- Support integration of stakeholder voice and insights into key strategic documents and planning processes.</li> </ul> <p><b>Cultural Alignment and Integrity</b></p> <ul style="list-style-type: none"> <li>- Ensure all event management and engagement activity reflect and advance Te Kaupapa Matua.</li> <li>- Champion Te Ao Māori perspectives in communications.</li> <li>- Maintain cultural integrity in all internal and external relationships and communications outputs.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<b>Environmental, Safety and Wellness Management</b> <ul style="list-style-type: none"> <li>- Lead and take responsibility for coordinating Health, Safety, and Wellbeing activities at the operational level.</li> <li>- Demonstrate a commitment to Te Wānanga o Aotearoa health and safety rules 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 of others.</li> </ul>
<b>Driving for Business Performance:</b>  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).	<ul style="list-style-type: none"> <li>- Accountable for task completion and quality.</li> <li>- Sets clear direction for self.</li> <li>- Seeks own development and takes accountability.</li> <li>- Provides feedback and builds trust.</li> <li>- Contributes to team capability and cohesion.</li> </ul>
<b>Problem Solving Requirements including but not limited to:</b>  Decision-Making Authority & Delegations  Level of autonomy in strategic, operational, or tactical decisions.  Impact of decisions across the organisation or sector.	<ul style="list-style-type: none"> <li>- Makes task decisions within role scope.</li> <li>- Escalates complex, strategic or people-related issues.</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>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Actions are aligned with Te Wānanga o Aotearoa leaders.</li> <li>- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<b>Communications and Relationship Management</b>  Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	<ul style="list-style-type: none"> <li>- Communication style and frequency supports internal and external contact with stakeholders.</li> </ul>
<b>Information Management</b>  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>  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"> <li>- Report 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>- Promotes personal and team wellbeing.</li> <li>- Recognises and actively manages stress.</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>- Relevant tertiary qualification in communications, event management, public policy, or stakeholder engagement.</li> <li>- Bachelor's or Postgraduate qualification desirable.</li> <li>- Full NZ Drivers Licence (Class 1)</li> </ul>
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<b>Essential Experience and Skills:</b>	<ul style="list-style-type: none"> <li>- At least 7+ years' experience in event management, strategic engagement or public relations roles.</li> <li>- Demonstrated experience working in kaupapa Māori, iwi, or culturally grounded organisations.</li> <li>- Proven experience managing national events or engagement programmes.</li> <li>- Strong analytical and reporting capabilities.</li> <li>- Demonstrated ability to plan and deliver high-impact events on time and within budget.</li> <li>- Strong logistics, planning and risk management skills.</li> <li>- Able to build trust with diverse internal and external stakeholders.</li> <li>- Applies tikanga and kaupapa principles to relationship and engagement strategies.</li> <li>- Skilled in interpreting qualitative and quantitative stakeholder feedback.</li> <li>- Able to translate insights into meaningful reporting and strategic advice.</li> <li>- Prepares high-quality communications, briefings, and collateral.</li> <li>- Communicates with clarity, diplomacy, and credibility at all levels.</li> <li>- Works cross-functionally and supports a responsive, service-focused culture.</li> <li>- Adapts quickly to emerging needs and opportunities in the external landscape.</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>- Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour.</li> <li>- Te Kaupapa Mātua is understood and applied to mahi and relationships.</li> </ul>
<b>Essential Attributes:</b>	<b>Governance Awareness &amp; System Leadership</b>

	<ul style="list-style-type: none"> <li>- Understands governance roles.</li> <li>- Adheres to delegated authority.</li> </ul> <p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Understands organisation's purpose.</li> <li>- Can articulate how their role contributes to organisational goals.</li> <li>- Contributes ideas. Understands how tasks relate to wider goals.</li> </ul> <p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"> <li>- Uses resources responsibly.</li> <li>- Understands cost implications.</li> </ul> <p><b>Communication, motivational and empowerment skills</b></p> <ul style="list-style-type: none"> <li>- Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose.</li> </ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"> <li>- Uses basic digital tools.</li> </ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"> <li>- Understands simple data.</li> </ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>- Suggests improvements.</li> <li>- Adapts practices.</li> </ul>
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