

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:	Programme Developer	
Uepū / Wāhanga / Department:	Ako Excellence/ Quality Programme Lifecycle	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Project Manager Development	
Whakatau ki / Direct reports:	0	
Indirect Reports:	0	
Māka Pūtea / Salary Grade:	7	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> All Te Wānanga o Aotearoa (TWOA) kaimahi
	External:	<ul style="list-style-type: none"> External Stakeholders (Contractors and Suppliers) Tauira, iwi, hapū and whānau Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the Programme Developer is to lead the design, writing, and development of new and existing curriculum, assessments, and teaching resources across a range of delivery contexts. This role ensures that all curriculum materials meet the quality and compliance standards of Te Wānanga o Aotearoa (TWOA), the New Zealand Qualifications Authority (NZQA), relevant Standard Setting Bodies (SSBs), and the Tertiary Education Commission (TEC).

With a broad focus on the development process, this role ensures that all teaching and learning resources are complete, high-quality, and fit for purpose, supporting the strategic objectives of TWOA. This role also plays a key part in ensuring curriculum integrity, flexibility, and relevance across various modes of delivery, including face-to-face, online, blended, and work-based learning.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	<p>Curriculum and Programme Development</p> <ul style="list-style-type: none"> - Lead and contribute to the design, development, and re-development of academic programmes, including curriculum, assessments, and associated learning and teaching resources. - Develop programme documentation that meets the requirements of internal quality assurance and external approval bodies, including NZQA and other relevant regulatory frameworks. - Ensure all programme components, including graduate profiles, learning outcomes, and assessment strategies, are coherent, fit-for-purpose, and aligned with national qualification frameworks (e.g. NZQF). <p>Cultural Integrity and Educational Alignment</p> <ul style="list-style-type: none"> - Embed kaupapa Māori and mātauranga Māori throughout all aspects of curriculum and resource development. - Collaborate with iwi, hapū, academic, and community stakeholders to ensure cultural relevance, integrity, and responsiveness in programme design. - Ensure all programmes reflect the educational philosophy, strategic priorities, and aspirations of Te Wānanga o Aotearoa. <p>Quality Assurance and Compliance</p> <ul style="list-style-type: none"> - Prepare and submit documentation required for programme approval, accreditation, and ongoing quality assurance processes. - Maintain awareness of current educational standards, sector requirements, and best practice in curriculum design to ensure ongoing compliance and continuous improvement. <p>Resource Development and Implementation</p> <ul style="list-style-type: none"> - Complete high-quality teaching and learning resources to support delivery across various learning contexts, including face-to-face, online, blended, and home-based learning. - Contribute to the integration of technology-enhanced learning and flexible delivery methods within the resource development process. <p>Capability Building and Collaboration</p>

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> - Provide mentoring and share knowledge with colleagues and stakeholders to build internal capability in programme development processes. - Work collaboratively with internal teams, including academic, quality, and programme lifecycle staff, to ensure seamless development and transition to delivery.
<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 task completion and quality. - Sets clear direction for self. - Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.
<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> <p>Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> - Makes task decisions within role scope. - Escalates complex, strategic or people-related issues.
<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 are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi
Communications and Relationship Management	<ul style="list-style-type: none"> - Communication style and frequency supports internal and external contact with stakeholders.

Key Responsibilities	Deliverables / Accountabilities
Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	
Information Management 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"> - 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.	<ul style="list-style-type: none"> - 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. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
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"> - A relevant postgraduate qualification (Level 8 or above) in Education, Curriculum Design, or a related field. - A tertiary teaching qualification or equivalent is highly desirable. - Full NZ Drivers Licence (Class 1).
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<p>Essential Experience and Skills:</p> <p><i>Please list role specific skills and years of experience</i></p>	<ul style="list-style-type: none"> - Minimum 3-5 years' experience in curriculum development and programme design within a tertiary education environment. - Proven ability to develop and write curriculum documentation aligned with NZQA and NZQF requirements. - Demonstrated experience in designing assessments and integrated learning outcomes that support diverse delivery modes and learner needs. - Strong understanding of kaupapa Māori, mātauranga Māori, and bicultural education frameworks, and the ability to apply these principles authentically. - Experience working collaboratively with Māori communities and stakeholders in curriculum or programme development. - Excellent written communication and academic writing skills, with attention to quality, structure, and compliance. - Ability to manage multiple development projects, meet deadlines, and maintain high standards of educational quality. - Excellent communication, relationship management skills, with the ability to collaborate across academic and operational functions. - Proven experience working and supporting diverse client groups. - Proven ability to analyse, investigate and interpret data, issues and situations
<p>Āhukatanga Māori</p>	<ul style="list-style-type: none"> - Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
<p>Essential Attributes:</p>	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Understands governance roles. - Adheres to delegated authority. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Understands organisation's purpose.

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