

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:	Kaiwhakarite Ako (Administrator Ako – Takiwā)	
Uepū / Wāhanga / Department:	Ako Excellence / Ako Takiwā Delivery	
Takiwā / Rohe / District:	Takiwā (Te Ihu, Te Waenga, Te Kei)	
Wāhi Mahi / Location:	Te Puna Manaaki - Te Awamutu	
Reports to:	Takiwā Ako Manager (TAM)	
Whakatau ki / Direct reports:	Nil	
Indirect Reports:	Nil	
Māka Pūtea / Salary Grade:	Level 3	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • Takiwā Managers • Takiwā Kaiako and Kaimahi Ako • Other Administrators • Te Wānanga o Aotearoa kaimahi
	External:	<ul style="list-style-type: none"> • Community • Contractors and Suppliers • External Stakeholders

Pūtake Tūranga / Role purpose

The primary purpose of the **Kaiwhakarite Ako (Administrator Ako - Takiwā)** role is to provide quality and effective administrative support and services to the Takiwā Ako Managers and their teams.

At times the job holder may be required to work across multiple administrative areas.

Key Responsibilities	Deliverables / Accountabilities
Administration	<ul style="list-style-type: none"> - Provide quality administrative support and technical assistance to the TAMs and their teams including delivery planning support, academic administration and day to day activities. - Plan and coordinate hui including scheduling hui appointments, preparing agenda and minute taking. - Organise, collate and prepare documentation for Contracted Kaiako in a timely manner and monitor contract processing and milestone invoice payments. - Recognise and address circumstances that require administrative and technical assistance in a timely manner. - Initiate requisition processes as required. - Provide support for Ako related takiwā and campus events. - Provide support for other takiwā and campus events as required. - Facilitate internal and external communications as required (verbal and written). - Complete delegated tasks on time and to the standard directed regardless of time pressures. - Prioritise urgent/critical work tasks in advance of non-urgent work tasks. - Follow business processes in line with best practice. - Regularly follow up outstanding work until resolved/completed. - Communicate information clearly, professionally and in a timely manner to the satisfaction of the receivers. - Maintain absolute confidentiality, at all times.
Relationship Management	<ul style="list-style-type: none"> - Establish, develop and maintain positive, professional and effective relationships with all kaimahi, external customers and stakeholders. - Demonstrate professional behaviour in all interactions with stakeholders, ensuring no substantiated complaints are received regarding the service provided.
Reporting and Communication	<ul style="list-style-type: none"> - Communication: Communicate with all stakeholders regularly using various communication tools appropriate to

Key Responsibilities	Deliverables / Accountabilities
	<p>the event/occasion.</p> <ul style="list-style-type: none"> - Reporting: 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.
<p>Kaupapa Matua 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"> - Kaimahi will actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata). - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - 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.
<p>Information Management</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.
<p>Health and Safety</p>	<ul style="list-style-type: none"> - Comply with all health, safety and wellness policies and procedures. - Recognise and address circumstances to prevent unhealthy or unsafe situations.
<p>Other Duties</p>	<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:	<ul style="list-style-type: none"> - Certificate in Business Administration or Computing (Level 3). - Full NZ Drivers Licence.
Essential Experience and Skills:	<ul style="list-style-type: none"> - 2 years' proven administration experience. - Advanced user knowledge of Microsoft Office Suite (i.e. Outlook, MS Teams, Excel, Word, PowerPoint, Publisher). - Attention to detail. - Accurate and proficient in typing and data entry. - Proven ability to take accurate meeting minutes. - Excellent relationship management skills.
Āhuatanga Māori	<ul style="list-style-type: none"> - Actively engages in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplifies Māori values. - Understands and uses basic Te Reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification). - Possesses an excellent understanding of and is prepared to increase knowledge and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour. - Ability to actively apply Ngā Uara and Te Kaupapa Matua o Te Wānanga o Aotearoa in the workplace.
Essential Attributes:	<p>Approachability</p> <ul style="list-style-type: none"> - Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable. <p>Attention to Detail</p> <ul style="list-style-type: none"> - Achieves thoroughness and accuracy when accomplishing a task through concern for all areas involved. <p>Planning</p> <ul style="list-style-type: none"> - 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>Initiative</p> <ul style="list-style-type: none"> - Is proactive and looks at improving current systems and processes, looks at things in new and better ways. <p>Integrity and Honesty</p>



	<ul style="list-style-type: none">- Establishes credibility and trustworthiness through appropriate actions, and is considered consistent, dependable and honest. <p>Organised</p> <ul style="list-style-type: none">- Marshals 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>Quality Orientation</p> <ul style="list-style-type: none">- Produces high quality work and results. <p>Teamwork</p> <ul style="list-style-type: none">- Works collaboratively with a group of people, in order to achieve a goal. <p>Time Management</p> <ul style="list-style-type: none">- Uses time effectively and efficiently, concentrates efforts on the most important priorities, and independently handles several tasks at once.
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