



ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuetanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Kairuruku - Ako ki te Kāinga (Coordinator – Home Based Learning)	
Uepū / Wāhanga <i>Department</i>	Takiwā	
Takiwā / Rohe <i>District</i>	As confirmed in letter of offer	
Wāhi Mahi <i>Location</i>	As confirmed in letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaere – Ako ki te Kāinga (Manager – Home Based Learning)	
Māka Pūtea <i>Salary Grade</i>	Level 3	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	Permanent full-time	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Takiwā Management, Kaitiaki and Sites • Kaimahi within Akoranga • Taurira 	<u>External</u> <ul style="list-style-type: none"> • Providers and Suppliers • External Stakeholders

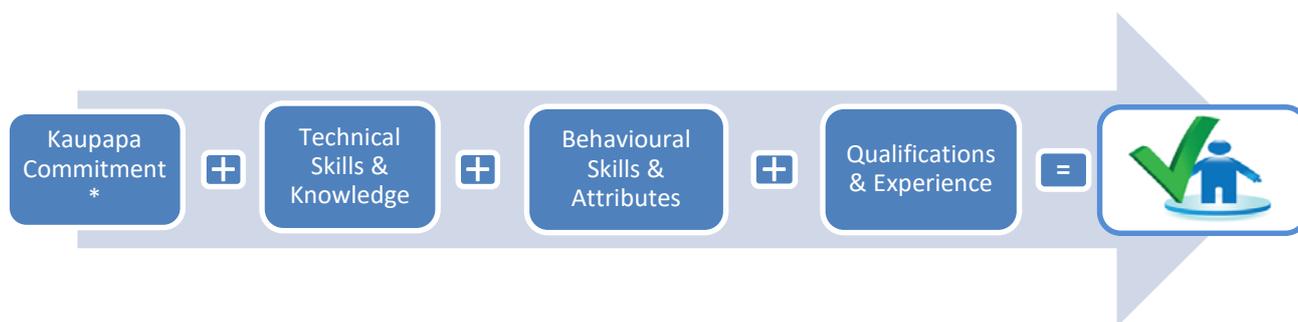
Pūtake Tūranga - Role Purpose

The primary function of the Kairuruku – Ako ki te Kāinga (Coordinator – Home Based Learning) is to coordinate and provide administration support to kaitiaki and the HBL wāhanga for the effective and efficient delivery of home based programmes.

Key Performance Indicators	Success Factors
<p>HBL Co-ordination and Administration</p> <ul style="list-style-type: none"> - Co-ordinate kaitiaki activities - Co-ordinate HBL resources - Provide and maintain administration duties for takiwā management - Provide an interface to the service centre for tauira - Ensure quality maintenance of all provider systems - Co-ordinate and complete reports as required - Show initiative to resolve problems and meet expected outcomes 	<ul style="list-style-type: none"> • <i>Circumstances that require administrative and technical assistance are quickly recognised and addressed in a timely manner</i> • <i>Quality support provided to the HBL wāhanga</i> • <i>HBL resources are available and ready-to-use</i> • <i>Teamwork is effectively employed to ensure effective support by kaitiaki and the best outcome for tauira</i> • <i>Information and reports are communicated clearly, professionally and in a timely manner to the satisfaction of the receivers</i> • <i>Problems are resolved with root cause investigated and prevention options explored</i>
<p>Health and Safety</p> <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner 	<ul style="list-style-type: none"> • <i>Adherence to all safety and wellness policies and procedures.</i> • <i>Faults are reported immediately to relevant personnel</i> • <i>Zero harm while carrying out duties</i>
<p>Other Duties</p> <ul style="list-style-type: none"> - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> • <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i>

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be set with the manager of the kaimahi on an annual basis at performance review.



<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Certificate in Business Administration or Computing (Level 3), Full Driver's Licence <p>Experience:</p> <ul style="list-style-type: none"> • 2+ years' administration experience <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Willing to participate in cultural activities and motivated to develop an understanding of āhuatanga Māori (values, culture and tikanga) • Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour • Actively applies Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Excellent relationship management skills • Excellent written and oral communication skills • Accurate and proficient in typing and data entry • Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) • Confident manager of reporting data collation and distribution
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Customer Focused 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 Aotearoa in a positive light.</p> <p>Organising 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> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable 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>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p>

* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (refer final page of this document) and the commitment to uphold, maintain and strengthen these through our actions and contributions

	<p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p>
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