

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 āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Administrator	
Wāhanga <i>Department</i>	DynaSpeak	
Rohe <i>Region</i>	Tamaki	
Wāhi Mahi <i>Location</i>	DynaSpeak	
Whakatau ki <i>Reports to</i>	Kaiako Matua	
Māka Pūtea <i>Salary Grade</i>	AL- Level 3	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>		
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> Taura (students) Kaiako (Tutors) DS Senior Managers Director of Studies Programme Manager Kaiako Matua (Lead Tutor) SRU Head Office (Student Registry Unit)	<u>External</u> Potential Taura

Pūtake Tūranga - Role Purpose

The Administrator is responsible for the day to day overview of the student administration system. It involves, support, mentoring and monitoring of the student registry and administration team.

Key Performance Indicators	Success Factors
<p>DOMESTIC STUDENT ENROLMENTS</p> <ul style="list-style-type: none"> • Manage tauira enrolments; • Support tauira to correctly complete their enrolment forms; • Check previous enrolment history and verify enrolment information; • Enter student information onto DS (DynaSpeak) database & PAMS; • Update changes as needed; and • Manage the inward and outward flow of student information both electronically and on paper, to ensure that students' enrolments are processed in a timely manner. 	<ul style="list-style-type: none"> • Tauira have completed all information requirements of the enrolment form; • Enrolment declaration is signed; • Enrolment information is valid and correct; • PAMS details are correct; • Provisional enrolments are followed-up until their enrolments are converted into current/complete enrolment; • Tauira is correctly enrolled in all the courses and units for his/ her programme; • Original enrolment form has a verified copy of the birth certificate, or passport, residency or any other citizenship documents, previous tertiary results, and any other relevant forms when forwarded to the Student Administration and Support at Head Office; • Student information is kept up-to-date; and • All filled forms are forwarded in a timely and efficient manner to SAS Head Office
<p>DOMESTIC STUDENTS - DATA MANAGEMENT</p> <ul style="list-style-type: none"> • Provide DS Managers with updated information and reports on enrolment from PAMS; • Follow up withdrawals from the tutors and process them accordingly on PAMS; • Action any list of errors received from Head Office as a result of data quality assurance checks; and • Check and make sure that the credits of each student is correct. 	<ul style="list-style-type: none"> • DS Managers receive updated information and reports on enrolment from PAMS in a timely and appropriate manner; • Withdrawals from tutors are processed accordingly and in a timely manner on PAMS; • All credits are 100% correct ; and • Errors are actioned within a timely and appropriate manner.
<p>DOMESTIC STUDENTS - PROCESSING UNIT RESULTS</p> <ul style="list-style-type: none"> • Enforce and follow up progressive reporting of unit results to the kaiako; • Keep the Director of Studies & Programme Manager informed of the progress of submission of unit results by the tutors; • Print the Final Outcomes Sheets and Result Notice and have them checked and verified as accurate by the Kaiako and Kaiako Matua; • Send to SRU Head Office the verified Final Outcomes Sheets and Result Notices; and • Finalize all requirements for graduations 	<ul style="list-style-type: none"> • Kaiako, Kaiako Matua, Programme Manager and Director of Studies receive timely and accurate reports and information as needed; • Final outcome sheets and result notices are verified as accurate by Kaiako and Kaiako Matua/ DOS; • SRU receives all verified information as required in a timely and appropriate manner; and • Graduation requirements are met.
<p>PERSONAL DEVELOPMENT</p> <ul style="list-style-type: none"> • Learn and understand DS & SRU policies, processes, procedures; • Attend all relevant hui and training as requested by the manager and offered by the SRU Head Office; 	<ul style="list-style-type: none"> • Policies, processes and procedures are understood, adhered to and followed correctly; • Attendance evident at all relevant hui and training;

Training <ul style="list-style-type: none"> Responsible for training and providing information to new staff regarding relevant DS and SRU enrolment policies, processes and procedures; 	New staff, kaiako and kaiako matua are trained effectively and understand the relevant DS & SRU enrolment policies, processes, procedures.
Health & Safety <ul style="list-style-type: none"> Responsible for assisting with H&S procedures and providing information to new staff regarding relevant TWoA/ DS policies, processes and procedures; 	All staff, students and visitors to the site are supported effectively
COMMUNICATION Be responsible for communicating all matters of concern to the DynaSpeak Managers and SRU at Head Office	All matters, issues and potential areas of concern are communicated to the appropriate person in a timely manner
Recognise and address circumstances to prevent unhealthy or unsafe situations	<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>
Other duties as assigned From time-to-time you will be required to engage in other activities outside of usual assigned duties, such as (but not limited to) assisting with reception duties, assisting with school catering requirements, assisting with and attending staff/student social events, hosting visitors, recruitment drives and supporting other kaimahi in their roles.	<i>Positive engagement in activities that contribute to the overall functionality and operation of DynaSpeak.</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 agreed to with the kaimahi's manager on an annual basis at performance review.

Qualifications and Experience

Qualifications:

- Certificate/Diploma in computing/business administration preferred
- Knowledge of MS Word, Excel, PowerPoint

Experience:

- 3 - 5 years' administration experience
- 3 - 5 years' experience database management
- Understanding of and/or experience in the tertiary education sector.

Āhuatanga Māori:

The ability to embrace a Maori world view that is underpinned by the values of Te Aroha, Te Whakapono, Ngature and Kotahitanga

Behavioural Competencies

Quality orientation: The commitment to continually improve work performance, processes and procedures. Produces highly quality work and results.

Planning and organising: The ability to identify/develop tasks, actions, processes and timetables needed to meet objectives. Shows punctuality and good time management skills.

Teamwork and cooperation: Supports others and shows respect and positive regard for them. Puts people first, working effectively with individuals, teams, customers and staff.



The guiding principles of Te Wānanga are inherent in its Vision, Mission Statement, Te Kaupapa and Values.

Whakakitenga – Vision:

“Te Wānanga o Aotearoa will provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world”

Ko Te Uaratanga - Mission

To provide education that best fits the aspirations of this generation, enhances the dreams of future generations and prepares for understanding the essence of past generations

To equip people with knowledge of our heritage, our language, our culture so they can handle the world at large with confidence and self-determination

To empower ones potential for learning as a base for progress in the modern world

To make contributions of consequence

To care

To make our world a better place

Dr. Buck Nin

Ko Te Kaupapa - Philosophy

To provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world

To provide a unique Māori cultural learning environment

To provide practical learning experiences

To provide support, encouragement and guidance to all learners in their pursuit of personal development, learning and employment

To encourage all learners to learn and achieve to their fullest potential

To be a good employer and encourage staff to develop personally and professionally to their fullest potential

Ko Ngā Uara - Values

Our values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga are embedded in and woven through the actions we take to achieve successful outcomes for our tauira (students), as by achieving success for tauira we achieve success as an organisation. Our values also provide an ongoing cycle of evaluation and improvement that contributes to the achievement of our Kaupapa and our goals. Te Wānanga o Aotearoa defines its values as follows:

Te Aroha: *Having regard for one another and those for whom we are responsible and to whom we are accountable.*

Te Whakapono: *The basis of our beliefs and the confidence that what we are doing is right.*

Ngā Ture: *The knowledge that our actions are morally and ethically right and that we are acting in an honorable manner.*

Kotahitanga: *Unity amongst iwi and other ethnicities; standing as one*

Definition of a Wānanga: The definition of a wānanga provided in section 162(4)(b)(iv) of the Education Act 1989 (as added by section 36 of the Education Amendment Act 1990):

A wānanga 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) and according to tikanga Māori (Māori custom).