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:	**Content and Instructional Designer**	
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:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	7	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	**Internal:**	• All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	• 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 Content and Instructional Designer – Ako Excellence Development is to design and develop purposeful, research-informed educational activities that form the foundation for implementation by Digital & Instructional Designers through learning management systems (LMS) and/or printed resources.

As a critical contributor to the learning design process, the position requires strong listening, analytical, and interpersonal skills to effectively gather and translate expert knowledge into high-quality educational experiences. Central to the role is a commitment to ensuring that Te Kaupapa Matua and Mātauranga Māori are embedded in all systems, processes, procedures, and practices, reflecting the organisation's values and approach to education.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	**Content Design and Development**
	- Design, curate, and manage educational content to support the delivery of programmes across a variety of formats, including online, blended, and print.
	- Contribute to the design of content, learning activities, assessments, and supporting materials in alignment with programme objectives and learning outcomes.
	- Undertake amendments and improvements to existing programme content and teaching resources to enhance the quality and effectiveness of learning experiences.
	- Ensure all content is pedagogically sound, culturally responsive, and aligned with Te Kaupapa Matua and academic standards.
	Instructional Design and Learning Innovation
	- Design and implement innovative, evidence-informed instructional approaches that support adult tauira and diverse tauira needs.
	- Participate in needs assessments and tauira analysis activities to ensure content is appropriate, accessible, and engaging for target audiences.
	- Apply principles of andragogy and inclusive design to create professional learning and educational solutions that are scalable and adaptable.
	- Use a range of learning technologies and design tools to support flexible delivery and learner engagement.
	Collaboration and Programme Support
	- Work collaboratively with Programme Developers, Digital & Instructional Designers, Programme Lifecycle Advisors, and subject matter experts to ensure content integrity and cohesion across programmes.
	- Support assigned programme development projects through input into design processes, timelines, and documentation.
	- Contribute to discussions and decision-making regarding the lifecycle of products, including content updates, versioning, and retirement schedules.
	- Submit content and materials for internal and external approval processes, ensuring compliance with quality

Key Responsibilities	Deliverables / Accountabilities
	assurance and regulatory requirements.
	Quality Assurance and Continuous Improvement
	- Support and contribute to the ongoing improvement of programme-related policies, regulations, procedures, and templates.
	- Ensure consistent application of institutional standards, including the integration of Te Kaupapa Matua and Mātauranga Māori in all aspects of content development.
	- Participate in review processes, audits, and feedback cycles to inform future improvements to learning design and resources.
Driving for Business Performance: 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).	- 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.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	- Makes task decisions within role scope. - Escalates complex, strategic or people-related issues.
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	- 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

Key Responsibilities	Deliverables / Accountabilities
therefore an expectation that kaimahi will follow and work by these guiding principles.	
Communications and Relationship Management Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Communication style and frequency supports internal and external contact with stakeholders.
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- 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.	- 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	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
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. 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.	

Person specification

Qualifications: *Please list role specific qualifications*	- Bachelor's degree in Education, Instructional Design or a related field.

	- Master's degree or postgraduate qualification in a related field is highly desirable. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills: *Please list role specific skills and years of experience*	- 5 years' experience in instructional design, content development or learning design, within a tertiary or educational context. - 2 years experience in content, curriculum or instructional design function, within the tertiary or educational sector. - Proven experience designing educational content for adult learners, with a strong understanding of andragogical principles and inclusive learning design. - Demonstrated ability to develop learning solutions that integrate digital tools, platforms, and media for both online and blended delivery. - Experience working collaboratively with subject matter experts, academic staff, and cross-functional teams. - Excellent relationship management skills with a demonstrated ability to work collaboratively across teams. - Strong organisational and time management skills, with the ability to manage multiple projects and meet deadlines without compromising quality. - Excellent written communication and editing skills, with the ability to produce accurate and engaging content to a high academic standard. - Strong communication skills.
Āhuatanga Māori	- 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 āhuatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	**Governance Awareness & System Leadership** - Understands governance roles. - Adheres to delegated authority. **Critical Thinking and Strategic/Planning Contribution**

	- Understands organisation's purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. **Financial Responsibility** - Uses resources responsibly. - Understands cost implications. **Communication, motivational and empowerment skills** - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. **Digital & Technology Fluency, Adoption & Modernisation** - Uses basic digital tools. **Data-Informed Decision-Making** - Understands simple data. **Innovation & Continuous Improvement** - Suggests improvements. - Adapts practices.