

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:	Aukaha - Youth Engagement Services	
Uepū / Wāhanga / Department:	Taura Engagement and Experience / Youth Engagement Services	
Takiwā / Rohe / District:	All takiwā	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Paemanu (Director) Youth Engagement	
Whakatau ki / Direct reports:	1 – 3 (TBC)	
Indirect Reports:	TBC	
Māka Pūtea / Salary Grade:	11	
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) Taura, iwi, hapū and whānau Relevant external agencies and providers (MSD, Oranga Tamariki, Te Puna Kōkiri, TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The Aukaha – Youth Engagement Services provides strategic leadership and oversight of youth-focused education pathways and services within their takiwā. This regional role leads the design, delivery, and quality assurance of education programmes and support services for rangatahi, including Alternative Education (Alt Ed), Secondary-Tertiary Programmes (STP), STAR, Hei Tikitiki, and school engagement.

With a strong kaupapa Māori foundation, the Aukaha ensures these services meet the unique needs of young learners and their whānau, foster positive educational transitions, and align with national standards and strategic goals. The role also leads and develops regional kaimahi and contractor teams, ensuring services are responsive, high-quality, and impactful for youth across diverse settings.

Key Responsibilities	Deliverables / Accountabilities
<p>Role Specific Requirements</p>	<p>Youth Pathways Strategy and Service Delivery</p> <ul style="list-style-type: none"> - Lead the strategic development and implementation of regionally delivered youth-focused delivery including Alternative Education (Alt Ed), Secondary-Tertiary Programmes (STP), STAR, and Hei Tikitiki. - Ensure the implementation of services meet the unique needs of rangatahi and their whānau, embedding kaupapa Māori approaches across all youth education initiatives. - Obtain and implement third party service contracts. - Monitor and evaluate the performance and impact of youth engagement services using data insights, learner outcomes, and stakeholder feedback. <p>Youth Education Programme Oversight</p> <ul style="list-style-type: none"> - Provide strategic oversight for the design, delivery, and quality assurance of youth education initiatives, ensuring alignment with NZQA standards and Ministry of Education contracts. - Support the development of flexible curriculum and service models suited to young learners across school-based and community settings. - Ensure that youth transition delivery supports clear pathways into further education, training, or employment. <p>School Services and Secondary Engagement</p> <ul style="list-style-type: none"> - Provide strategic oversight for school-based engagement, including programme delivery partnerships with secondary schools and youth-focused transition initiatives. - Ensure effective delivery and regional consistency across school engagement services such as STAR, STP, and Hei Tikitiki. - Support school-to-tertiary transition planning through collaborative relationships with schools and whānau. <p>Other</p> <ul style="list-style-type: none"> - Ensure externally funded budget expectations and contract deliverables are met in alignment with TWoA values, strategic goals and provider guidelines <p>Cultivate and manage partnerships and relationships within the takiwā, including iwi, government agencies, businesses,</p>

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	and community providers
<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 regional, or national service performance, compliance, and workforce development. - Contributes to leadership groups. - Supports growth of other leaders. - Coaches and grows leadership in others. - Shapes a culture of excellence, learning, and whanaungatanga.
<p>Collective Leadership:</p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>	<ul style="list-style-type: none"> - Leads cross-functional projects. - Identifies interdependencies and ensures teams align effectively. - Oversees key initiatives involving multiple teams (e.g., programme revision, stakeholder engagement).
<p>Kaimahi Leadership</p> <p>Has emotional intelligence, coaches confidently and creates an inclusive work environment.</p>	<ul style="list-style-type: none"> - Builds trust and team cohesion by setting clear direction for team and individual kaimahi. - Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency, including cultural capability. - Ensures that day to day kaimahi management activities are monitored such as attendance, leave, and work performance. - Acts according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.
<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>	<ul style="list-style-type: none"> - Regional-level authority over planning, kaimahi, and resource allocation. - Keeps upline informed of complex, strategic or people-related issues.

Key Responsibilities	Deliverables / Accountabilities
Impact of decisions across the organisation or sector.	
<p>Authorities including but not limited to:</p> <p>Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p> <p>Size of the budget the role is responsible for, and/or level of financial decision-making authority.</p> <p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p>	<ul style="list-style-type: none"> - Demonstrating Kaitiakitanga through responsible cost awareness and actions, including delegated budget responsibilities. - Acts according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.
<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 of Leaders are aligned with Te Wānanga o Aotearoa. - Hold others accountable for applying Ngā Uara in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
<p>Communications and Relationship Management</p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> - Regional collaboration with providers, and cross-sector stakeholders. - Relationships with key decision makers and opinion leaders is positive and constructive.
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</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.

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<p>Health and Safety</p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>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.</p>	<ul style="list-style-type: none"> - Reports and encourages the reporting of 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. - Leads with empathy. - Supports kaimahi practice that enhance wellbeing.
<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

<p>Qualifications:</p> <p><i>Please list role specific qualifications</i></p>	<ul style="list-style-type: none"> - Tertiary qualification at Level 7 or above in Education, Youth Development, Māori Development, or a related field. - Postgraduate qualification in Educational Leadership, Management, or Applied Social Practice (desirable). - Full NZ Drivers Licence (Class 1)
<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"> - 7 years' experience in a senior leadership or management role within youth education, tertiary education, or the social/education services sector. - Proven experience in obtaining and managing third party service contracts along with managing the implementation of a service delivery strategy - Proven experience leading multidisciplinary teams and managing large delivery programmes across diverse contexts. - Demonstrated knowledge and application of kaupapa Māori principles and practices, particularly in youth engagement and education.

	<ul style="list-style-type: none"> – Sound understanding of NZ secondary-tertiary transitions, youth engagement strategies, and the broader education landscape (e.g. Alt Ed, STP, STAR). – Knowledge of compliance, funding, and reporting requirements relevant to youth education (e.g. TEC, MoE, NZQA). – Knowledge of compliance, funding, and reporting requirements relevant to youth support services (e.g MSD, Oranga Tamariki) – Strong relationship-building skills, particularly with rangatahi, schools, iwi, Government agencies and community partners. – Skilled in programme design, operational leadership, and staff development in culturally diverse settings. – Excellent written, verbal, and interpersonal communication skills, including reporting and stakeholder engagement.
<p>Āhuratanga Māori</p>	<ul style="list-style-type: none"> – Ability to use basic Te Reo Māori and willing to increase capability in Te Reo and āhurutanga Māori. – Ensures an environment where self and team participate in cultural activities, such as pōwhiri/karakia/Te Whariki. – 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"> – Engages with governance stakeholders. – Prepares reports and briefings. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> – Applies insights (e.g., pricing strategy, workforce gaps) to inform operational plans and guide operational decisions. – Promotes integrated thinking across services. – Collaborates with other uepū and/or wāhanga to ensure decisions reflect tauira, kaiako, kaimahi and community needs. <p>Financial Responsibility</p> <ul style="list-style-type: none"> - Understands the importance of budgets and can apply to their area of responsibility and oversees budgets. <p>Communication, Motivational and Empowerment Skills</p>

	<ul style="list-style-type: none">- Uses storytelling and examples to create connection, translate vision into action and adapt to organisation purpose and direction. <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none">- Implements systems and analytics for planning. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none">- Applies data to improve team performance. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none">- Applies innovation frameworks.- Embeds ongoing improvement or mātauranga-driven change.
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