

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:	Programme Lifecycle Advisor (SME - Assessment & Moderation) – Toi and Tikanga	
Uepū / Wāhanga / Department:	Ako Excellence/ Quality Programme Lifecycle	
Takiwā / Rohe / District:	Te Ihu, Te Waenga, Te Kei	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Portfolio Manager – Toi and Tikanga	
Whakatauranga ki / Direct reports:	Nil	
Indirect Reports:	Nil	
Māka Pūtea / Salary Grade:	Level 7	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • Programme Lifecycle teams • Te Wānanga o Aotearoa (TWOA) kaiako and kaimahi ako • TWOA site/campus kaimahi and taura (location specific) • Development and Quality Assurance teams • Ako Excellence kaimahi
	External:	<ul style="list-style-type: none"> • External Stakeholders (Contractors) • Taura, iwi, hapū and whānau • Relevant external agencies and providers (TEC, MoE, NZQA, ISBs)

Pūtake Tūranga / Role Purpose

The primary purpose of the Programme Lifecycle Advisor (SME - Assessment & Moderation) is to ensure the quality, consistency and integrity of assessments across a portfolio of programmes at Te Wānanga o Aotearoa. The role requires a high level of expertise in assessment design and understanding assessor practices.

The Programme Lifecycle Advisor (SME - Assessment & Moderation) contributes to academic quality assurance through the planning, design, implementation and continuous improvement of

assessments and assessor practices, while also supporting and uplifting kaiako and kaimahi ako capability through dedicated assessment training and leading cluster moderation where required.

This position is responsible for providing Kaupapa Matua-based, strategically aligned leadership that uplifts, inspires and unites through collaboration, promoting shared purpose, collective potential, continuous improvement and excellence.

Key Responsibilities	Deliverables / Accountabilities
<p>Self-Leadership: Undertakes mahi based on Kaupapa-Matua practice that's strategically aligned, adaptive to change, and demonstrating calm and confidence in challenging times.</p>	<ul style="list-style-type: none"> - Works collaboratively with integrity and care, and actions demonstrate shared values. - Positive under pressure, maintains a calm disposition and exudes confidence in challenging times. - Flexible, adaptive to change and supports others to navigate change positively. - Creates a respectful and supportive workplace tone, promoting shared purpose and belief in the collective potential over individual agendas. - Communication is transparent, building trust through openness and clarity. - Provides critically constructive feedback, supporting learning and continuous improvement through growth-minded, purposeful and respectful mentoring.
<p>Role Specific Requirements</p>	<p>Assessment Quality Assurance</p> <ul style="list-style-type: none"> - Development Assessment Review Schedule/Cycle across portfolio of programmes, that demonstrates a commitment to continuous improvement. - Manage, review and design new and revised assessments according to the Assessment Review Schedule/Cycle to ensure assessments are accurate, up to date, and aligned with sector expectations and academic standards. - Develop, maintain and continuously improve assessments resources (ie marking sheets, marking matrices, model answers). - Confirm that assessments are contextually appropriate, level appropriate, and demonstrates logical learner progressions.

	<ul style="list-style-type: none"> - Provide subject matter expertise to support curriculum alignment with institutional priorities and learner needs. - Contribute to the evaluation of assessor practices through moderation processes, including Assessor Decision Action Plans (ADAPs). - Actively engage in the design and management of Te Wānanga o Aotearoa Assessment Design Principles, drawing on research, assessment and moderation data and examples of best practice across the sector. <p>Kaiako Support and Training</p> <ul style="list-style-type: none"> - Maintain and strengthen relationships with kaiako and kaimahi ako relevant to the portfolio of programmes. - Support kaiako to develop a clear understanding of their assessments, with particular emphasis on new or redeveloped assessments. - Provide guidance and clarification to teaching staff on assessment intent, assessment tasks and alignment to learning outcomes, and marking practices. - Develop and facilitate training opportunities and professional learning for all kaiako across programme portfolios, including class-based (face-to-face), home-based, work-based and online kaiako. - Develop and provide induction for new kaiako where required. <p>Reporting and Instructional Support</p> <ul style="list-style-type: none"> - Collaborate with Development teams and Quality Assurance team by contributing insights to reports and helping to inform reviews of teaching effectiveness and curriculum design.
<p>Driving for Business Performance:</p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <ul style="list-style-type: none"> - Responsibility for specific KPIs or performance and or reporting metrics. - Role in organisational success (e.g. service delivery, financial targets, culture). 	<ul style="list-style-type: none"> - Accountable for task completion and quality. - Sets clear direction for self and is able to self-manage - Uses initiative - Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.

<p>Problem Solving Requirements including but not limited to:</p> <p>Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> - Makes task decisions within role scope. - Escalates complex, strategic or people-related issues.
<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 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.
<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"> - Communication style and frequency supports internal and external contact with stakeholders.
<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.
<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"> - 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.
<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.

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

<p>Qualifications:</p>	<ul style="list-style-type: none"> - Bachelor's degree in Education, Curriculum Development or related field. - Master's degree or postgraduate qualification in a related field is desirable. - Full NZ Drivers Licence (Class 1).
<p>Essential Experience and Skills:</p>	<ul style="list-style-type: none"> - 5 years' experience in tertiary education, curriculum development, academic quality support or a related sector. - 2 years' experience in experience leading or managing academic projects across programme development or delivery (particularly in assessment and assessment design.) - Deep subject matter expertise in a relevant field, with the ability to apply academic, contextual, and industry insights to programme design and review. - Proven experience working collaboratively with internal teams and external partners to support curriculum relevance and responsiveness. - Strong facilitation and communication skills, particularly in training, stakeholder hui, and curriculum interpretation. - Experience interpreting academic regulations and embedding continuous improvement in educational programmes. - Familiarity with learning management systems and engagement analytics is desirable. - Strong communication and facilitation skills, particularly in training and supporting academic staff. - Excellent relationship management skills with a demonstrated ability to work collaboratively across teams.

	<ul style="list-style-type: none"> - Proven ability to analyse, investigate and interpret data, issues and situations.
<p>Āhuatanga Māori</p>	<ul style="list-style-type: none"> - Fluent in Te Reo Māori. - Demonstrated commitment to participating fully in cultural activities on-site (e.g., pōwhiri / karakia /Te Whariki) 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.
<p>Essential Attributes:</p>	<p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Understands organisation’s purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. <p>Financial Responsibility</p> <ul style="list-style-type: none"> - Uses resources responsibly. - Understands cost implications. <p>Communication, motivation and empowerment skills</p> <ul style="list-style-type: none"> - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none"> - Uses advance digital tools, especially in the field of document management, planning and development. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none"> - Understands relevant data. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none"> - Actively reviews, implements and documents continuous improvements. - Adapts a continuous improvement mind-set and practices.