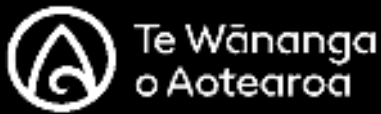


tūire
whakapono
aroha
kotahitanga



Aro tūranga

Position Description

A wānanga as provided under section 398D of the Education and Training Act 2020, is characterised by “Māori, and 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 contribute to the setting of international indigenous standards of teaching and intellectual endeavours”

Kaihāpai Rangahau (Associate Research Fellow)

Location	Uepū / Wāhanga Department	Akoranga/Te Manawahoukura
	Takiwā / Rohe District	Te Puna Manaaki
	Wāhi Mahi Location	As per letter of offer
Reporting & remuneration	Whakatau ki Reports to	Director Te Manawahoukura
	Māka Pūtea Salary Grade	Level 8
	Māngai Pūtea Financial Delegation	N/A
	Wā Roanga Tenure	As per letter of offer
Stakeholders	Ngā Rōpu Whaihua Functional Relationships	<p>Internal</p> <ul style="list-style-type: none"> Te Manawahoukura kaimahi Te Wānanga o Aotearoa Kairangahau <p>External</p> <ul style="list-style-type: none"> Iwi/Hapū External Stakeholders: Relevant external agencies and providers

Pūtake Tūranga - Role Purpose

The role will conduct research and research-related activities either independently or as part of a research team. The Kaihāpai Rangahau will generally be working to support Rangahau projects lead by others including support research design, data collection and analysis. In addition the Kaihāpai Rangahau would support the production of publications in professional quality assured journals, monographs, refereed conference proceedings and intellectual property from their research.

Key Performance Indicators**Success Factors****Research and scholarship**

- | | |
|--|--|
| <ul style="list-style-type: none"> - Writing up research work for publication - Develop research objectives and proposals for own or joint research - Addressing matters arising which may affect the achievement of research objectives and deadlines - Analysing and interpreting the results of own research and generating original ideas based on outcomes. - Identify areas for research, developing new research methods and extending the research portfolio. | <ul style="list-style-type: none"> - Final report produced - Publications in external journals etc - Timeline managed well - Clear and appropriate findings - Appropriate research methods identified and used eliciting robust findings - Data appropriately and ethically gathered |
|--|--|

Reporting and Analysis

- | | |
|---|---|
| <ul style="list-style-type: none"> - Provide analysis of existing literature - Making presentations at conferences and similar events. - Analyse and interpret research data and draw conclusions on the outcomes. | <ul style="list-style-type: none"> - Completed literature review - Well received presentations - Completed data analysis |
|---|---|

Communication and collaboration

- | | |
|---|---|
| <ul style="list-style-type: none"> - Build and maintain quality relationships with relevant internal and external stakeholders to achieve desired outcomes | <ul style="list-style-type: none"> - Quality relationships established and maintained with relevant internal and external stakeholders |
|---|---|

Ethical approach to research

- | | |
|---|---|
| <ul style="list-style-type: none"> - Ethics approach adhered to - Ability to apply for ethics approval and receive it | <ul style="list-style-type: none"> - Completed ethics approval |
|---|---|

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 therefore an expectation that kaimahi:

- Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions

- Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa.
- Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy

- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.

Kaimahi Experience

- Encourage and foster a productive environment that benefit all kaimahi.
- Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi.
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
- Stay abreast to current trends and developments to support and nurture kaimahi experience.
- Kaimahi are listened to and valued when communicated

Health and Safety

- Comply with all health, safety and wellness policy and procedures
- Recognise and address circumstances to prevent unhealthy or unsafe situations
- Perform any manual duties in a safe and responsible manner
- Report faults in accordance with policy
- Process risk management forms and health and safety issues accordingly
- Health, safety and wellness policies and procedures are adhered to and complied with
- Risk minimisation assessment is completed and any identified mitigation action taken
- Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures
- Faults are reported immediately to relevant personnel
- Forms are completed that accurately reflect risks and health and safety issues.

Information Management

- Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere
- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation

Other Duties

- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications
- Undertake professional development as identified
- Attend hui kaimahi as requested
- 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
- Requests by the employer are undertaken
- Professional development is undertaken as agreed
- Hui are attended as required
- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

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 employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- Masters in a subject of relevance to the Rangahau to be undertaken

Experience:

- Rangahau/research experience in the following or associated disciplines: technology, computer science, social science, sociology, psychology, anthropology, education, etc.
- Evidence of ability to write in support of publications and research reports

Āhukatanga Māori:

- Prepared to increase knowledge, understanding and everyday use of te reo and Āhukatanga Māori and support other kaimahi in the same endeavour
- Basic knowledge of Āhukatanga Māori (Māori values, culture and tikanga) and joins in cultural activities
- Basic understanding and practice of Te Wānanga o Aotearoa values
- Basic use of phrases, mihi and greetings in Te Reo Māori or TARM level 2 or equivalent qualification

Technical Skills

Are the specialised skills and abilities required for a particular role

- Experience preferred using either qualitative and/or quantitative
- Experience preferred with kaupapa Māori research methodologies.
- Excellent written and oral communication skills
- Excellent relationship management skills
- Confident in collecting data, collation and presentation
- Ability to analyse, investigate and interpret data, issues and situations
- Sound understanding of risk management processes and procedures
- Excellent planning and project/task management skills
- Exceptional organisation, verbal, and written communication and interpersonal skills with willingness to ask for, receive, and implement feedback
- Fluency in Microsoft Office and Google Applications
- Excellent Rangahau (research) skills