

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:	Collaboration Analyst	
Uepū / Wāhanga / Department:	Data & Digital Transformation (Taupārongo) / Kaimahi Digital Experience	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Product Manager - Digital Workplace	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Allied, Level 7	
Wā Roanga / Tenure:	As per Letter of Offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • All Te Wānanga o Aotearoa (TWOA) kaimahi • Kaimahi within Taupārongo • Takiwā Senior Leadership Team (SLT) and other Takiwā/Rohe Leaders and Managers • Project/Change Stakeholders
	External:	<ul style="list-style-type: none"> • External Stakeholders (Contractors and Suppliers) • Tauira, iwi, hapū and whānau • Relevant external agencies and providers

Pūtake Tūranga / Role Purpose

The role focuses on supporting and enhancing the digital workplace environment to uplift kaimahi capability, improve collaboration, streamline processes, and ensure compliance with company policies. Responsibilities include providing best practice training, user focused support, troubleshooting issues, and assisting with the configuration of collaboration tools like SharePoint, Teams and related Microsoft 365 tools. This role does not own platform architecture or deep technical development and works in partnership with IT and platform specialists for system level changes. Collaboration with IT and stakeholders ensures digital workplace tools are used effectively, delivering improved user experience, consistent adoption, and timely communication of platform changes, supported by clear and accessible documentation.

Key Responsibilities	Deliverables / Accountabilities
<p>Role Specific Requirements</p>	<ul style="list-style-type: none"> - Support the day-to-day use and adoption of Microsoft Teams and SharePoint environments to facilitate efficient internal and external collaboration. - Educate kaimahi on best practices for using Teams and SharePoint, including document management, communication tools, and collaborative workspaces. - Contribute to and uphold governance policies for Teams and SharePoint usage to ensure security and compliance with company standards. - Assist with customising Teams and SharePoint sites to meet departmental needs, including workflow improvements and integration with other applications, including Microsoft Office 365. - Provide frontline support and troubleshoot issues related to Teams and SharePoint. - Stay current with Microsoft updates and new features and contribute input on potential impact on and/or value to inform platform decisions. - Collaborate with IT and other departments to align digital workplace use with overall business objectives. - Identify and gather requirements, translating into best practice, scalable solutions with a focus on improved user experience. - Own communication of any platform changes to end users and stakeholders with timely responses. - Support platform health and adoption activities, including assisting with release communications, user readiness, and optimisation initiatives led by IT or platform owners.
<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>	<ul style="list-style-type: none"> - 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.
<p>Financial Responsibility</p>	<ul style="list-style-type: none"> - Uses resources responsibly.

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	<ul style="list-style-type: none"> - Understands cost implications.
<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> <p>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. - Follows established processes
<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</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.



Key Responsibilities	Deliverables / Accountabilities
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.	<ul style="list-style-type: none"> - Recognises and actively manages stress.
Other Duties	<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"> - Associate or Bachelor’s degree in Information Technology, Computer Science, or a related field. - 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"> - 5+ years’ experience with SharePoint, Teams, and Office365, including administration, installation, and configuration. - Experience delivering SharePoint, Teams and digital workplace adoption projects. - Experience delivering training, workshops, or digital capability uplift activities. - Experience in IT administration with a focus on collaboration tools. - Exposure to SharePoint and Teams configuration options, including understanding how solutions are extended and integrated, to effectively support users and collaborate with technical platform specialists. <p>Technical Skills</p> <ul style="list-style-type: none"> - Excellent verbal and written communication skills. - Extensive knowledge of Microsoft 365 services, including Microsoft 365 groups, SharePoint Online, OneDrive,

	<p>Exchange, Power BI, PowerShell, and Office 365, and integration options with other apps.</p> <ul style="list-style-type: none"> - Knowledge of SharePoint tools, including ULS Logs, workflows, and SharePoint forms for tasks. - Understands the options for integrating and extending Teams with other apps, including Power Platform, Third-party apps, Custom apps. - Ability and willingness to work independently, with limited supervision. - Demonstrated initiative, good judgement and ability to achieve results through others.
<p>Āhuatanga Māori</p>	<ul style="list-style-type: none"> - 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.
<p>Essential Attributes:</p>	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Understands governance roles. - Adheres to delegated authority. <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, motivational 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 basic digital tools.

	<p>Data-Informed Decision-Making</p> <ul style="list-style-type: none">- Understands simple data. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none">- Suggests improvements.- Adapts practices.
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