

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”.

<b>Tūranga / Position:</b>	Learning Designer	
<b>Uepū / Wāhanga / Department:</b>	Ako Excellence / National Delivery / Dynaspeak	
<b>Takiwā / Rohe / District:</b>	As per Letter of Offer	
<b>Wāhi Mahi / Location:</b>	As per Letter of Offer	
<b>Reports to:</b>	Manager – Education Support	
<b>Whakatau ki / Direct reports:</b>	n/a	
<b>Indirect Reports:</b>	n/a	
<b>Māka Pūtea / Salary Grade:</b>	Level 6 – Academic Support	
<b>Wā Roanga / Tenure:</b>	As per Letter of Offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Manager-Programme Deliver</li> <li>• Kaiako</li> <li>• Ako Excellence kaimahi</li> <li>• Taumatua kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Relevant external agencies and providers (NZQA, TESOLANZ)</li> <li>• Migrant and community organisations</li> <li>• Taura and their whānau</li> </ul>

### **Pūtake Tūranga / Role Purpose**

The primary purpose of the Learning Designer is to design, create and review learning content, assignments and assessments to support the DynaSpeak NZCEL programme delivery. This includes the design and creation of new content (text, visual and audio visual), assignments and assessments, as well as feedback surveys. It involves ongoing liaison with the Academic Team to ensure the design of all resources effectively support programme learning outcomes and changes to external stakeholder requirements.

Key Responsibilities	Deliverables / Accountabilities
<p><b>Role Specific Requirements</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>- Provide expert advice and guidance during the concept design and development stages of learning resources, assignments, and assessments.</li> <li>- Collaborate with the Academic Team to identify needs and desired outcomes, ensuring all requirements are clearly understood and accurately translated into design solutions.</li> <li>- Develop and present design options for learning resources, assignments, and assessments that meet academic and learner needs.</li> <li>- Create high-quality learning resources informed by consultation with key Academic Team members.</li> <li>- Ensure all outputs align with agreed standards, objectives, and educational best practice.</li> <li>- Support the review and updating of the NZCEL programme curriculum to ensure it remains aligned with NZQA qualification requirements.</li> </ul> <p><b>Design</b></p> <ul style="list-style-type: none"> <li>- Design and develop high-quality learning content for online platforms (i.e. Google classroom), including adapting and enhancing existing resources to meet programme needs and required specifications</li> <li>- Create engaging, multi-modal learning materials (text, graphics, audio, and audio-visual) that enhance learner experience and support effective programme delivery</li> <li>- Develop interactive assignments and assessments aligned with learning outcomes and suitable for online delivery using relevant tools and platforms</li> <li>- Design and implement surveys to support academic quality assurance, programme evaluation, and continuous improvement</li> <li>- Proactively respond to Academic Team feedback in a timely manner, resolving issues and updating materials to reflect internal input and external requirements</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p><b>Provision of Resources and Kaimahi Support</b></p> <ul style="list-style-type: none"> <li>- Manage the end-to-end delivery of learning content, assignments, and assessments within agreed timeframes, ensuring resources are developed and made available as required</li> <li>- Ensure kaimahi are informed of and able to access all relevant resources, supporting effective use across programmes</li> <li>- Provide training and guidance to kaimahi on the use of learning resources, assignments, and assessments to build capability and confidence</li> <li>- Deliver timely troubleshooting support for kaimahi, resolving issues related to systems, software, or resource use</li> </ul>
<p><b>Driving for Business Performance:</b></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"> <li>- Accountable for task completion and quality.</li> <li>- Sets clear direction for self.</li> <li>- Seeks own development and takes accountability.</li> <li>- Provides feedback and builds trust.</li> <li>- Contributes to team capability and cohesion.</li> </ul>
<p><b>Financial Responsibility</b></p>	<ul style="list-style-type: none"> <li>- Uses resources responsibly.</li> <li>- Understands cost implications.</li> </ul>
<p><b>Problem Solving Requirements including but not limited to:</b></p>	<ul style="list-style-type: none"> <li>- Makes task decisions within role scope.</li> <li>- Escalates complex issues as required</li> <li>- Follows established processes</li> </ul>
<p><b>Kaupapa Matua</b></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"> <li>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Actions are aligned with Te Wānanga o Aotearoa leaders.</li> <li>- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<p><b>Communications and Relationship Management</b></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"> <li>- Communication style and frequency supports internal and external contact with stakeholders.</li> </ul>
<p><b>Information Management</b></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"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> <li>- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.</li> </ul>
<p><b>Health and Safety</b></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"> <li>- 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.</li> <li>- Promotes personal and team wellbeing.</li> <li>- Recognises and actively manages stress.</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.</li> </ul>
<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><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>- Level 5 Diploma in Design or equivalent</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<p><b>Essential Experience and Skills:</b></p>	<p>2+ years' experience in designing and developing learning resources, with strong knowledge of instructional design principles, adult learning theory, and proficiency in relevant learning design tools</p>

	<ul style="list-style-type: none"> <li>- 2+ years' experience of working in an educational environment</li> <li>- Familiarity with NZCEL programme resource and assessment development requirements</li> </ul>
<p><b>Āhukatanga Māori</b></p>	<ul style="list-style-type: none"> <li>- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values.</li> <li>- Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour.</li> <li>- Te Kaupapa Mātua is understood and applied to mahi and relationships.</li> </ul>
<p><b>Essential Attributes:</b></p>	<p><b>Governance Awareness &amp; System Leadership</b></p> <ul style="list-style-type: none"> <li>- Understands governance roles.</li> <li>- Adheres to delegated authority.</li> </ul> <p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Understands organisation's purpose.</li> <li>- Can articulate how their role contributes to organisational goals.</li> <li>- Contributes ideas. Understands how tasks relate to wider goals.</li> </ul> <p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"> <li>- Uses resources responsibly.</li> <li>- Understands cost implications.</li> </ul> <p><b>Communication, motivational and empowerment skills</b></p> <ul style="list-style-type: none"> <li>- Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose.</li> </ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"> <li>- Uses basic digital tools.</li> </ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"> <li>- Understands simple data.</li> </ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>- Suggests improvements.</li> </ul> <p>Adapts practices.</p>