

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>	Coordinator - Inati Tahua (Equity Fund)	
<b>Uepū / Wāhanga / Department:</b>	Taura Engagement and Experience / National Taura Services	
<b>Takiwā / Rohe / District:</b>	As per Letter of Offer	
<b>Wāhi Mahi / Location:</b>	As per Letter of Offer	
<b>Reports to:</b>	Aukaha National Taura Services	
<b>Whakatau ki / Direct reports:</b>	n/a	
<b>Indirect Reports:</b>	n/a	
<b>Māka Pūtea / Salary Grade:</b>	Level 5	
<b>Wā Roanga / Tenure:</b>	As per Letter of Offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>All Te Wānanga o Aotearoa (TWOA) kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>External Stakeholders (Contractors and Suppliers)</li> <li>Taura, iwi, hapū and whānau</li> <li>Relevant external agencies and providers (TEC, MoE, NZQA)</li> </ul>

### **Pūtake Tūranga / Role Purpose**

The coordinator – Inati Tahua (Equity Fund) ensures the consistent, equitable, and policy-compliant coordination and end-to-end financial administration of related processes across the Inati Tahua (Equity Fund). The role provides national coordination of Inati Tahua (Equity Fund) activities, acting as the central point for ensuring accuracy, consistency, and alignment of financial-assistance processes across the organisation.

The role is responsible for the management, verification, and processing of financial-assistance documentation, maintaining audit-ready financial records, and ensuring all transactions and decisions align with Te Wānanga o Aotearoa Taura Fees policies. Operating within a complex, multi-stakeholder environment, the role applies strong judgement, prioritisation, and financial-administration capability to manage competing demands while ensuring transparent, timely, and fair financial outcomes for taura.

Key Responsibilities	Deliverables / Accountabilities
<p><b>Coordinate Equity Fund operations:</b></p> <p><b>Ensure compliant financial and decision-making processes:</b></p>	<p><b>Governance and Administrative Support</b></p> <ul style="list-style-type: none"> <li>- Coordinate hui processes including agendas, minutes, and action tracking.</li> <li>- Prepare high-quality documentation, reports, and decision papers.</li> <li>- Maintain secure, accurate, and auditable records in line with organisational requirements.</li> <li>- Ensure decisions and actions are clearly documented and followed through to completion.</li> </ul> <p><b>Administration and Policy Compliance</b></p> <ul style="list-style-type: none"> <li>- Administer applications in line with equity fund criteria and policy settings.</li> <li>- Ensure applications are complete, accurate, and supported by required evidence prior to assessment.</li> <li>- Maintain auditable records of applications, decisions, and outcomes.</li> <li>- Ensure compliance with service level timeframes for acknowledgement, processing, and communication.</li> <li>- Ensure taura are directed to appropriate support services where additional needs are identified.</li> </ul> <p><b>Assessment Coordination and Decision Support</b></p> <ul style="list-style-type: none"> <li>- Coordinate the flow of applications to authorised decision-makers or panels in line with delegations.</li> <li>- Ensure decision-makers have complete and accurate information to support assessment.</li> <li>- Document decision outcomes and rationales aligned with policy principles (equity, fairness, timeliness, and need).</li> <li>- Monitor application progress to ensure timely resolution within agreed service standards.</li> </ul> <p><b>Coordination and Operational Leadership</b></p> <ul style="list-style-type: none"> <li>- Lead coordination of Inati Tahua (Equity Fund) processes to ensure consistent application of policy and standards.</li> <li>- Embed consistent administrative practice across teams and</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p>workstreams.</p> <ul style="list-style-type: none"> <li>- Provide guidance and capability support on systems, processes, and compliance requirements.</li> <li>- Coordinate alignment across wāhanga and uepū to support integrated service delivery.</li> </ul> <p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>- Process approved payments in line with financial delegations and controls.</li> <li>- Ensure completion of duties across assessment, approval, and payment functions.</li> <li>- Reconcile allocations and maintain accurate financial records.</li> <li>- Provide reporting on fund utilisation, trends, and equity distribution.</li> </ul> <p><b>Service Delivery, Service Level Agreement Management, and Prioritisation</b></p> <ul style="list-style-type: none"> <li>- Manage workload to meet service level agreement timeframes.</li> <li>- Identify and escalate risks or delays impacting service delivery.</li> <li>- Prioritise urgent and high-impact cases to minimise disruption to taurira study.</li> <li>- Always maintain confidentiality and integrity of sensitive information.</li> </ul>
<p><b>Ensure coordination of national taurira support activity:</b></p>	<p><b>National Taurira Support Coordination</b></p> <ul style="list-style-type: none"> <li>- Coordinate national taurira support processes and activities to ensure consistent, equitable, and policy-aligned service delivery across the organisation.</li> <li>- Serve as the central coordinator for all Inati Tahua (Equity Fund) activity. Ensure accuracy, consistency, and alignment with organisational policies and funding requirements.</li> <li>- Support the alignment and standardisation of financial-administration processes across all operational areas to ensure transparent, timely, and fair outcomes for taurira.</li> </ul>

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<p><b>Ensure accurate, compliant data and reporting:</b></p>	<p><b>Reporting, Data Management, and Compliance</b></p> <ul style="list-style-type: none"> <li>- Maintain accurate, complete, and secure records of payments and taura support activity.</li> <li>- Ensure required data is captured to support audit, reporting, and governance requirements.</li> <li>- Contribute to reporting on outcomes, equity impact, demand, and service performance.</li> <li>- Ensure compliance with privacy, financial, and organisational data governance requirements.</li> <li>- Use data insights to support continuous improvement.</li> </ul> <p><b>Data and Insights</b></p> <ul style="list-style-type: none"> <li>- Coordinate collection and collation of taura support and financial application-related data.</li> <li>- Support analysis of trends including retention, engagement, and equity outcomes.</li> <li>- Provide accurate reporting inputs for governance and operational oversight.</li> </ul>
<p><b>Maintain clear, professional, and timely communication with stakeholders:</b></p>	<p><b>Communication and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>- Communicate clearly and professionally with taura, kaimahi, and stakeholders.</li> <li>- Provide written outcomes for applications, including decisions and next steps.</li> <li>- Maintain strong working relationships across operational and support teams.</li> <li>- Ensure communication is accurate, timely, and appropriate to context.</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>

Key Responsibilities	Deliverables / Accountabilities
<p>Role in organisational success (e.g. service delivery, financial targets, culture)</p>	
<p><b>Financial Responsibility:</b></p>	<ul style="list-style-type: none"> <li>- Support the setup and ongoing upkeep of fund budgets to ensure funding is applied according to agreed equity priorities and priority groups.</li> <li>- Develop forecasting and expenditure phasing assumptions and support re-forecasting as required.</li> <li>- Track spending against approved budgets and identify early signs of higher or lower than expected use of funds.</li> <li>- Prepare accurate and timely financial reports and insights to support decision-making and management oversight for the Inati Tahua (Equity Fund).</li> </ul>
<p><b>Problem Solving Requirements including but not limited to:</b></p> <p>Decision-Making Authority &amp; 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"> <li>- Financial analysis and forecasting.</li> <li>- Risk detection and insights.</li> <li>- Escalates complex, strategic or people-related issues.</li> <li>- Follows established processes.</li> <li>- Makes task decisions within role scope.</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 support 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> <p><i>Please list role specific qualifications</i></p>	<ul style="list-style-type: none"> <li>- Tertiary qualification at Level 6 or higher in Business Administration, Project Management, Māori Development, Education or a related field.</li> <li>- Training in quality assurance, service coordination, or CRM systems (desirable).</li> </ul>
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	<ul style="list-style-type: none"> <li>- Training in administration coordination, learner wellbeing, or support services (desirable).</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<p><b>Essential Experience and Skills:</b></p> <p><i>Please list role specific skills and years of experience</i></p>	<ul style="list-style-type: none"> <li>- 3–5 years’ experience in a coordination or advisory role within tertiary education, student support, or youth services.</li> <li>- Strong working knowledge of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice and its application.</li> <li>- Excellent experience in coordinating front-line service operations across multiple channels (e.g. contact centre, face-to-face, digital).</li> <li>- Strong experience supporting or coordinating initiatives related to scholarships, pastoral care, or accessibility in an educational setting.</li> <li>- Excellent organisational and administrative skills, including the ability to manage multiple workstreams and meet tight deadlines.</li> <li>- Strong competency in working with learner management and customer relationship management systems (e.g. CRM, SMS).</li> <li>- Strong ability to interpret and support compliance with policy and procedural requirements, particularly in a kaupapa Māori environment.</li> <li>- Strong written and interpersonal communication skills, including cross-functional coordination and stakeholder engagement.</li> <li>- Commitment to cultural safety, inclusion, and the advancement of Māori learner success.</li> </ul>
<p><b>Āhuatanga 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 āhuatanga Māori and support</li> </ul>



	<p>other kaimahi in the same endeavour.</p> <ul style="list-style-type: none"> <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> <li>- Adapts practices.</li> </ul>