

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:	Senior Coordinator	
Uepū / Wāhanga / Department:	Strategy & Engagement Strategy & Transformation	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Paemanu (Director) Strategy, and Engagement	
Whakatau ki / Direct reports:	n/a	
Māka Pūtea / Salary Grade:	Level 5	
Wā Roanga / Tenure:	As per Letter of Offer	
Key Relationships:	Internal:	All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	- External Stakeholders (Contractors and Suppliers) - Tauira, iwi, hapū and whānau - Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The role is responsible for providing coordination and administrative support to the Paemanu (Director) – Strategy and Engagement and the Strategy and Engagement wahangā to achieve the effective and efficient delivery of performance, advisory, and project outcomes.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	- Providing high-quality coordination, administrative and operational support, and functional assistance to the Paemanu (Director)– Strategy and Engagement and the Strategy and Engagement wahangā as required. - Facilitating day-to-day operations and activities, and general office management, minute taking, report preparation and compilation, and organisation and scheduling hui as requested.

Key Responsibilities	Deliverables / Accountabilities
	- Monitoring, tracking and supporting various wāhanga initiatives, project milestones and deliverables and other related tasks, across the Wāhanga to support Paemanu (Director)– Strategy and Engagement to deliver assigned strategic objectives - Managing and prioritising multiple tasks that have been assigned to the wāhanga.
Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics. Role in organisational success (e.g. service delivery, financial targets, culture).	- 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.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	- Makes task decisions within role scope. - Escalates complex, strategic or people-related issues.
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 will follow and work by these guiding principles.	- 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
Communications and Relationship Management	- Communication style and frequency supports internal and external contact with stakeholders.

Key Responsibilities	Deliverables / Accountabilities
Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- 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.
Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. 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.	- 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.
Other Duties	- 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

Qualifications:	- Diploma in Business Administration or relevant qualification
Essential Experience and Skills:	- Proven experience in a senior coordination, administration, project support, or similar role. - Proven experience in facilitating day to day operations, minute taking, report preparation and compilation. - Strong organisational skills with the ability to work



	independently to manage multiple priorities and deadlines. - Excellent relationship management skills with a demonstrated ability to work collaboratively across teams. - Demonstrated ability to analyse information, investigate issues, and support informed decision-making. - Strong motivational and empowerment skills. - Strong written and verbal communication skills. - Advanced user knowledge of Microsoft suit of applications (ie. Outlook, Excel, Word, Power Point, Publisher, Teams).
Āhuatanga Māori	- 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.
Essential Attributes:	Critical Thinking and Strategic/Planning Contribution - Understands organisation’s purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. Financial Responsibility - Uses resources responsibly. - Understands cost implications. Digital & Technology Fluency, Adoption & Modernisation - Uses basic digital tools. Data-Informed Decision-Making - Understands simple data. Innovation & Continuous Improvement - Suggests improvements. - Adapts practices.