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:	**Advisor – Rangatahi Transitions**	
Uepū / Wāhanga / Department:	Whakatairanga / Taihāpai Youth Engagement Service	
Takiwā / Rohe / District:	As per Letter of Offer	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Manager youth Services	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 6	
Wā Roanga / Tenure:	As per Letter of offer	
Key Relationships:	**Internal:**	• All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	• Senior Kura Kaupapa Māori Leadership, Secondary School Leadership groups and Alternative Education Providers • Youth Service Providers • School-based Trades Academies • External auditors • Tauira and their whanau

Pūtake Tūranga / Role Purpose

The primary purpose of the role is to support the strategic position of Te Wānanga o Aotearoa as a significant provider of vocational pathways for youth within the New Zealand Education system, by supporting the delivery of Foundation Levels 1-3 pathway programmes.

The role will:

- Provide comprehensive operational support to the Manager Youth Services across pastoral care, kaiako resources, reporting, compliance, and programme coordination functions to support the effective delivery of Foundation Level 1–3 programmes.
- Play a key part in building and maintaining relationships and communicating effectively with external stakeholders, to support the strategic positioning of Te Wānanga o Aotearoa as a

significant provider of vocational pathways for youth within the New Zealand Education system.

- Support the development of meaningful pathways for Te Wānanga o Aotearoa to increase the number of youth engaging in study and vocational training

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	**Pastoral Care** • Support the onboarding of tauira as required and provide high levels of support whilst they're attending TWoA Foundation Level programmes. • Supporting Kaiako with pastoral care, including the management of any complex issues • Regularly visiting classes to build relationships with tauira and Kaiako • Tracking and reporting of Foundation tauira progress against completion of assessments • Design and Implementation of strategies to mitigate risk of non-completion • Management of pastoral care tracker, reporting of issues to partner kura and relevant internal parties **Operational Leadership and Support** Lead the operational needs of programmes in Kirikiriroa and provide quality operational support for wider Youth Services activities. This may include (but is not limited to): • Provision of operational support and support to all academic teaching and other kaimahi in their delegated area • In-class support when required to assist Kaiako with assessments or the development of behavioural needs plans and strategies • Development, completion and management of Individual Tauira Learning plans • Execution of Literacy and Numeracy for Adults Assessment Tool • Monitoring compliance of academic staff in line with programme guidelines, academic and non-academic policies and standards • Contribute to programme review, curriculum/resource development, moderation, and internal audit • Monitor programme academic performance, tauira attendance, programme reporting and internal audits for assigned area

Key Responsibilities	Deliverables / Accountabilities
	• Data analysis and preparation of monthly reporting • Coordination of Youth Guarantee Fees Free reporting and associated administration • Financial administration and procurement tasks • Onboarding support of TWoA Kaimahi • Preparation and dissemination of communications • Youth Academy Roll Reporting and Transportation reconciliation **Transitions and Pathways** Manage the Foundation tauira enrolment, re-enrolment and transition to further study or employment. This may include (but is not limited to): • Management of the enrolment, re-enrolment and onboarding of Foundation tauira • Working with external stakeholders and whānau to support the identification of further and future pathways for tauira with Te Wānanga o Aotearoa • Supporting the application process for tauira when required • Management of the enrolment transition for Foundation tauira into further study with Te Wānanga o Aotearoa, other providers or employment. This may include working with destination programme leads and other Te Wānanga o Aotearoa kaimahi to ensure a smooth transition into further study
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.	- 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.
Financial Responsibility	- Uses resources responsibly. - Understands cost implications.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations	- Makes task decisions within role scope. - Escalates complex, strategic or people-related issues. - Follows established processes

Key Responsibilities	Deliverables / Accountabilities
Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	
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 Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Communication style and frequency supports internal and external contact with stakeholders.
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

Key Responsibilities	Deliverables / Accountabilities
	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:	- Bachelor of Education, Bachelor of Youth Work, Bachelor of Youth Development or equivalent experience - Full NZ Drivers Licence (Class 1) - Clean Police & Safety Check record
Essential Experience and Skills:	- 5+ years proven experience in office management, administration and customer service - Experience coordinating projects and delivering outcomes - Understanding of the Secondary National Certificate of Educational Achievement (NCEA) system - Experience with Youth programme support - Tertiary Transitions - Youth Development - CRM / Student Information Systems - Experience working with Māori or Pasifika and people from diverse backgrounds
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:	**Governance Awareness & System Leadership** - Understands governance roles. - Adheres to delegated authority. **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. **Communication, motivational and empowerment skills** - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. **Digital & Technology Fluency, Adoption & Modernisation** - Uses basic digital tools. **Data-Informed Decision-Making** - Understands simple data. **Innovation & Continuous Improvement** - Suggests improvements. - Adapts practices.