

SKILLS ACTIVE TE MAHI AKO POSITION OVERVIEW

POSITION TITLE:	Pou Ārahi Mātauranga Māori
ENTITY:	Skills Active Te Mahi Ako
BUSINESS UNIT:	Mātauranga Māori
REPORTS TO:	Kaihautū
COLLABORATIVE REPORTING LINE:	Head of Education
KEY EXTERNAL RELATIONSHIPS:	Assessors and senior assessor mentors (SAMs) Facilitators Sector, workplace and iwi stakeholders and workplaces Other providers NZQA MQS, QAM Standard setting bodies
POSITION TYPE:	Full-time
LOCATION:	Negotiable
DATE:	November 2024

WHO DO WE WANT IN THIS ROLE?

E ngā mana, e ngā reo, e ngā karangatanga maha, tēnā koe, tēnā tātau katoa. Karanga mai ki tēnei tūranga hou i roto i tō tātau whare o Skills Active rāua ko Te Mahi Ako. Kia kaha koe i tono. Ko tō mātau hiahia, kia whai kaha ai tātau ki te ārahi i ngā mahi mō ngā ākongā katoa.'

Our Pou Ārahi Mātauranga Māori will have a demonstrable ability to establish and maintain valuable connections with subject matter experts within the mātauranga Māori sector. They are also expected to bring a te ao Māori perspective across organisational programs, ensuring all educational offerings are culturally aligned and inclusive.

Focusing on ākongā success, the Pou Ārahi Mātauranga Māori will lead the design and delivery of top-tier programme content, from concept to completion. They will provide Mātauranga Māori guidance across the Education team, independently managing their tasks to a high standard. This includes ensuring compliance with external regulatory requirements while contributing to Te Mahi Ako's evaluative initiatives. Their role is pivotal in shaping educational programs that empower ākongā and honour the principles of Mātauranga Māori.

KEY RESPONSIBILITIES (HIGH LEVEL):

1. Programme development
 2. Programme delivery
 3. Quality assurance
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4. Stakeholder engagement

SPECIFIC TASKS (DETAILED):

Programme Development

- Lead the writing and developing of Mātauranga Māori programmes through a collaborative, co-design approach with industry, hapū, and iwi.
- Apply a Te ao Māori lens to other programme developments and teaching and learning resources that better support and reflect our organisation, ākonga and kaimahi aspirations.
- Collaborate with industry and internal subject matter expertise (e.g., through sector focused Kāhui Umanga) to co-design programmes that meet the needs of ākonga and their employers.
- Where applicable, collaborate with Learning Designers in the design of kaupapa Māori resources.
- Be supportive of those staff accountable for gaining and maintaining NZQA approval and accreditation for specified programmes.
- Participate in programme reviews and organisational evaluative efforts, implementing relevant learnings in future programme developments.
- Represent Te Mahi Ako with NZQA Māori Qualifications Services (MQS), Quality Assurance Māori (QAM) and Workforce Development Councils (WDCs) to ensure the organisation's needs, and those of key stakeholders, are recognised and considered in relevant processes and outputs.
- Provide support and guidance to staff to assist with the integration of Māori pedagogies and related learning design considerations, ensuring meaningful application and impact.

Programme delivery

- Collaborate with Learning Designers to ensure alignment between programme requirements and storyboard development and LMS providing a Te ao Māori lens.
- On a case-by-case basis support the Assessor and Facilitator Manager in the delivery of training and assessment.
- Collaborate with the Quality Team to verify that all sub-contracting agreements and necessary approvals are in place to fully meet Te Mahi Ako and NZQA (QAM) standards, ensuring compliance and alignment with educational requirements specific to mātauranga Māori programmes.
- Liaise across the organisation, particularly with Kāhui Umanga – Mātauranga Māori, regarding programme development and delivery needs.

Quality assurance

- Collaborate with internal teams to support quality management practices reflecting a Kaupapa Māori perspective, particularly in mātauranga Māori programmes and mainstream programmes incorporating mātauranga elements. This approach supports best practices within set timeframes, with a strong focus on enhancing ākonga success and fostering a culturally respectful learning environment.

Stakeholder engagement

- Engage on a case-by-case basis contractors with Mātauranga Māori expertise when specialised knowledge is required.

- Participate in the co-design process for developing and gaining approval for industry supported qualifications.

EDUCATION, SKILLS AND EXPERIENCE

- Demonstrated fluency in te reo Māori me ōna tikanga (essential).
- Ability to bring ihi, wehi, wana, and mana to the role to inspire and generate transformation within the organisation (essential).
- A tertiary qualification in education or 4+ years equivalent experience in a comparable role within tertiary or vocational education sectors preferred.
- Proven experience and the ability to build and maintain key relationships with Māori communities and stakeholders confidently.
- Demonstrated cultural competency and the ability to operate effectively in a bicultural environment and to integrate Māori perspectives.
- A strong understanding of Mātauranga Māori and its application in educational contexts.
- Experience with the development and delivery of adult teaching, learning and assessment materials, ideally in a work-based learning and Mātauranga Māori context.
- Knowledge of NZQA, the New Zealand Qualification Framework and programme requirements.
- Project management skills and proficiency in contributing to and overseeing the development and implementation of educational programmes.
- A collaborative and constructive approach to receiving feedback, particularly in the context of pre-moderation outcomes.
- Strong time management skills and the ability to work both autonomously and as part of a team.

TE TIRITI O WAITANGI AND EQUITY COMMITMENTS

Te Tiriti o Waitangi is our founding document alongside Te Whakaputanga and is foundational to our work, guiding us in creating a place where Te Ao Māori and Te Tiriti o Waitangi principles are woven through all that we do. We are committed to embedding Māori values, perspectives, and culturally responsive practices within our programme development, teaching, learning, and assessment. By honouring Māori pedagogy and perspectives into all programme development, design and delivery as well as in our teaching, learning and assessment resources and practices. This ensures that these principles are central to and in our organisation. We aim to foster a safe, inclusive, and equitable space for both our staff and ākonga. This commitment strengthens our responsibility to achieve equity and uphold our shared obligations under Te Tiriti o Waitangi.


CROSS TEAM COLLABORATION

Skills Active Te Mahi Ako must be responsive to the needs of our learners and clients so duties may change, and flexibility will be required from all team members. This includes an all of organisation approach to evaluation initiatives which all team members can expect involvement in.

The Skills Active Aotearoa Group is committed to a collaborative environment where all staff are empowered to utilise their strengths, knowledge and skills in a way that positively contributes to the objectives of the organisation. This includes the opportunity to engage in duties aligned to other functions within the organisation, which may not be reflected in this job description, as well as engagement in cross-organisational projects across the Group.

HEALTH AND SAFETY

Skills Active Te Mahi Ako is committed to providing a safe work environment for all staff and other stakeholders to our operations. All practicable steps will be taken to ensure the safety of staff, learners,



auditors, visitors and other subcontractors. Team members are expected to comply with all health and safety, environmental and quality requirements, including the Skills Active Aotearoa Group Safety Management System (SMS) and all Standard Operating Procedures (SOPs), and contribute to activities needed to safeguard the continuity, safety, and well-being of our organisation, our people, and our stakeholders during unforeseen events and crisis response.

FINANCIAL DELEGATIONS

None.

