

Position Description



Position title	Piki Ake: Māori Research and Academic Development Coordinator
Primary work unit	Te Manutaki – Office of Māori and Pasifika Development
Responsible to	Deputy Vice-Chancellor, Māori and Pasifika
Responsible for	No direct reports
Position status	Permanent
Hours of work	37.5 hours per week, 1.0 FTE
Remuneration	To be confirmed.
Our values	Students at our core Students are our reason for being Innovation Innovation is encouraged through collaboration and partnerships Leadership Taking responsibility as a leader Integrity Doing the right thing in a reliable way

Lincoln – our university

As the longest-running agriculturally-based university in the Southern Hemisphere, Lincoln University's story begins with farming, but it certainly doesn't end there. As New Zealand's economy diversified, so have we. Lincoln University is here to enhance and enrich lives. To grow the knowledge of our students so they can shape a world that benefits from a greater understanding of the relationship between our land, the food produced from it and the ecosystems within it. With three academic faculties, one teaching division, several research centres (including the new 27,000sqm joint facility, in partnership with AgResearch, commencing build soon), and a range of corporate service units, Lincoln University draws its students from throughout New Zealand and from over 60 countries. Lincoln University has a student roll of around 3,000 and approximately 600 staff.

Lincoln is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, Iwi, community groups and many other external stakeholders. All staff are expected to uphold the reputation of Lincoln through the way they undertake their work.

Lincoln is committed to the Treaty of Waitangi and the objectives and values as set out in its Māori Strategy, which is linked to Lincoln's Strategic Plan.

For further information about Lincoln go to www.Lincoln.ac.nz

Position purpose

This role is two fold. Firstly the role is tasked to identify barriers for Māori researchers, delivery the Pike Ake programme at a local and national level and develop processes and systems for the delivery of the Pike Ake programme with a view to its long term sustainability. Secondly, this role seeks to support Māori academic staff that are research active to support their academic and research career as part of their early career development.

Position location

The primary work unit will be in Te Manutaki – Office of Māori and Pasifika Development, Te Waihora Campus, Lincoln University

Strategic context

Universities New Zealand – Te Pōkai Tara (UNZ) is the peak body for the eight New Zealand universities. It advances university education and research activities and promotes the common interests of the New Zealand universities through coordinated action across the sector. It is a statutory body with responsibilities for the quality assurance of university academic programmes, university entrance and scholarships.

“Piki Ake” is a programme aimed at redesigning the trajectory for Māori researchers at New Zealand universities. It will broaden and strengthen the opportunities and pathways for Māori researchers, while at the same time maintain a focus on excellence and quality. The programme is underpinned by a strong commitment to Te Tiriti o Waitangi.

Lincoln University - This position is also aligned to Goals 3 (A culture which stimulates and inspires staff and students) and 4 (A world-class research and teaching precinct) of the Lincoln University Strategy: 2019-2028, and Attribute 5 (Contribute to the achievement of Māori research and learning outcomes) of the Māori Plan.

Key responsibilities

1. Key result area 1

Outcome

Pike Ake Programme delivery and reporting

Key responsibilities include:

1. Work with Pike Ake National Coordinator and regional coordinators to ensure that the Pike Ake programmes activities are coordinated, connected, and delivered successfully across the university.
2. Develop new internal processes and systems for the successful delivery of the Pike Ake Programme. This will include participation on any internal programme working groups.
3. Provide information on the host university's employment opportunities and details of Māori academic cohorts.

2. Key result area 2

Outcome

Engagement with staff on campus

Key responsibilities include:

1. Ensure effective communication, response and coordination between the Māori academic staff, and other relevant stakeholders.
2. Identify barriers to Māori research development, progression, and retention as well as successful strategies for researcher development.
3. Connect Māori early career academic staff to key information from the Pike Ake National Coordinator and contribute to any internal working groups.

3. Key result area 3

Outcome

Reporting on outcomes of Pike Ake on campus

Key responsibilities include:

1. Provide reporting on progress to local managers and the Pike Ake National Coordinator and ensure strategic milestones are tracked appropriately for activities relating to the programme.
2. Assess and report on the impact and success of the programme with a view to its longer-term sustainability for any potential programme extensions.

4. Key result area 4

Outcome

Supporting Early Career Māori academics and researchers

Key responsibilities include:

1. Identify the areas of support required for early career academics and researchers
2. Develop strategies to support mentoring opportunities for Māori academics and researchers to improve their H-index scores.
3. Develop strategies and support for publication opportunities for Māori academic and research staff.

5. Key result area 5

Outcome

Demonstrates, and encourages others to demonstrate support for the University's commitment to the Treaty of Waitangi.

Key responsibilities include:

1. Support the University to meet its obligations under Te Tiriti o Waitangi

6. Key result area 6

To support a safe working and teaching environment for staff and students

Key responsibilities include:

1. Accepts responsibility for own safety and wellbeing
2. Be aware of and follow the university's Health & Safety Policies, procedures and guidelines
3. Undertake all health and safety training and induction, as required
4. Ensure that all appropriate personal protective equipment is worn or used as required
5. Report all events and hazards, and unsafe behaviours
6. Knowledge and understanding of the risks to safety and wellbeing, and encourage staff to raise concerns to support effective problem solving
7. All events are investigated to identify root causes, and support and monitor implementation of appropriate corrective actions
8. All HSNO requirements are met.

Infectious diseases are notified immediately.

Key relationships

The following positions report directly to the Deputy Vice-Chancellor, Māori and Pasifika

The Pike Ake Coordinator will develop and maintain excellent working relationships with staff across the campus. The Pike Ake Coordinator will also work with other regional coordinators and the National Coordinator for the Pike Ake Programme as required to perform effectively in the position.

Delegations

There are no delegated authorities for this position.

Competencies

Competency	Demonstrated by
Te Ao Māori	Understands and applies Tikanga and Te Reo Māori in all aspects of their work in a mana enhancing approach
Strategic thinking	Leads big picture and forward thinking; seeks and accepts challenges and opportunities; develops and communicates a clear, inspiring, and relevant direction
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions, and commits to a course of action
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo

Selection criteria

- A postgraduate university qualification (Honours or masters level degree);
 - Knowledge and competence in Te Ao Māori (competency in Te Reo Māori is advantageous);
 - Demonstrates an understanding of Te Tiriti o Waitangi on today's society and a commitment to operating in a partnership across the universities;
 - Demonstrated experience with the implementation of a strategic work programme;
 - Experience in working across complex and multiple structures and/or institutions;
 - Proven ability to identify and source relevant materials (qualitative and quantitative), synthesise large amounts of information, and formulate well-founded strategic advice;
 - Excellent relationship management skills and successful experience in dealing with diverse stakeholders;
 - Demonstrated strong organisational and time-management skills;
 - Proven ability to successfully work independently in a complex environment;
 - Excellent interpersonal skills including written and oral communication skills.
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