

POSITION DESCRIPTION

Position:	Kaiārahi Reo Tikanga Principal Subject Matter Expert in Te Reo & Tikanga)
Responsible to:	Kaiwhakahaere Matua
Work Unit:	Te Kura Wānanga
Location:	Lower Hutt Campus
Date:	August 2022

Organisation Context

Open Polytechnic operates nation-wide as the specialist provider of vocational open and distance learning. It is a subsidiary of Te Pūkenga (New Zealand Institute of Skills and Technology), and part of a network of vocational education providers across New Zealand.

The way we pursue our vision is 'Vocational education that supports a thriving and resilient economy and prosperous communities throughout New Zealand'. We do this through excellence in open and flexible learning delivery and increasingly through enabling the vocational education network as a whole. To support this vision, all Open Polytechnic position holders must:

- contribute to and support the achievement of the organisation's strategic goals
- commit to technology-enabled open and distance learning
- be flexible and receptive to change initiatives
- contribute to enhancing cross-functional relationships within Open Polytechnic.

Te Kura Wānanga

Te Kura Wānanga (the Māori Office) is part of the executive leadership of Kuratini Tuwhera (Open Polytechnic). The Kaiwhakahaere Matua reports directly to the Chief Executive. Members of the office have a unique role in te ao Māori over and above their primary responsibilities.

Whakapapa, tikanga and te reo Māori are core competencies of the Māori office. These fundamental principles underpin te ao Māori and informs the relationships we build with our ākonga their whānau, hapū, iwi and mana whenua. Having contextualized and applied use of te reo is expected to be able to fulfil the requirements of the role.

Position Purpose

The Kaiārahi Reo Tikanga (Principal Subject Matter Expert in Te Reo & Tikanga) supports the delivery of the Open Polytechnic's strategic objectives by contributing to equity for ākonga Māori and kaimahi Māori. The Kaiārahi Reo / Tikanga (Principle Subject Matter Expert in Te Reo & Tikanga) will be the principal delegate or advisor in regards to practice, review, support and advising of Te Reo Māori, Tikanga, Mātauranga Māori and Te Ao Māori.

This role will be the māngai on behalf of Te Kura Wānanga (the Māori office), Kaiwhakahaere Matua and the Chief Executive Officer of OPNZ & Executive.

Refer to the diagram provided in **Appendix 1** for details of location and working relationships.

Principal Accountabilities and Responsibilities

The principal responsibilities of the position are broadly identified below. These role accountabilities may evolve with business developments. The annual performance plan and measurements will be discussed and agreed between the position holder and Executive Director.

Accountability: Kawa, Tikanga & Reo

The Kaiārahi Reo Tikanga, is responsible for Kawa Tikanga & Reo with direct link to Te Kura Wānanga, Kaiwhakahaere Matua

Responsibilities

- Lead monthly whakatau onsite and/or online
- Represent The Open Polytechnic New Zealand and Te Kura Wānanga as kaikōrero or kaikaranga in other kaupapa and forums
- Conduct ceremonies as deemed appropriate, agreed with Kaiwhakahaere Matua
- Deliver Te Kāhu Tātara weekly reo sessions with OPNZ Executive meetings
- Provide support, advice & review for all directorates across OPNZ as agreed and supported by Kaiwhakahaere Matua, Te Kura Wānanga
 - Kaiwhakahaere Matua and Kaiārahi Reo / Tikanga to agree on projects subject to capacity and priority
- Work collaboratively with Kaiwhakahaere Matua and Te Kura Wānanga in regards to marketing and communications by quality assuring Te Ao Māori perspectives and Te Reo Māori quality control
- Provide Te Reo Māori & Tikanga support and guidance to the OPNZ Kuratini Pae Tata Advisory Group (OPNZ Kaimahi Māori Forum)

Accountability: Principal Subject Matter Expertise

The Kaiārahi Reo Tikanga is responsible for providing Principal Subject Matter Expertise(PSME).

Responsibilities

- Provide Principal Subject Matter Expert (PSME) review for the development of Te Pōkaitahi Reo (Kaupae 1)
 - Provide PSME Final Review and oversight of Te Pōkaitahi Reo (Kaupae 1) programme, specifically courses REO112, REO1113 & REO114
 - 1 Week PSME review per month – per module
 - Present PSME Feedback to Project Team
 - Provide support to other Te Reo Māori Subject Matter Experts in the development team

Accountability: Organisational Contribution

To contribute to the organisational culture of Open Polytechnic. To contribute positively to the performance and the profile of Te Kura Wānanga and Open Polytechnic. To champion health and safety in the workplace.

Responsibilities

- Model Open Polytechnic's values and behaviours in supporting team and systems development that is capable of delivering required outputs
- Commit to the Equal Employment Opportunity principles and the principles of Te Tiriti O Waitangi
- Build and maintain effective relationships within the workplace through cooperative and collegial processes that contribute to team results and positive working environment
- Demonstrate empathy, sensitivity and understanding of work of colleagues, peers and stakeholders.
- Seek feedback on quality of service provided to ensure a positive profile
- Comply with health and safety policies, protocols and procedures; take all practicable steps to ensure safety at work; report hazards appropriately and timely.

Person Specification

Education and Experience

- Tertiary education qualification preferably in education and/or Māori
- 3 - 5 years experience working within Te Ao Māori and or at least 3 years experience in the vocational education sector
- High level of knowledge and application of te reo Māori me ōna tikanga
- Proven experience in working in a kaupapa Māori environment
- Demonstrable experience and application of Kawa and Tikanga
- Demonstrable written and verbal communication in Te Reo Māori
- Experience in reviewing or developing course materials using a Māori world view
- Deep understanding and demonstratable knowledge of Te Tiriti o Waitangi
- Preferably a registered translator with Te Taura Whiri i te reo Māori

Qualities and Competencies

- An understanding of the general issues in Mātauranga Māori and/or mainstream education, especially in relation to ākongā Māori
- Active team player, organised, and self-motivated with the ability to work independently as well as collaboratively
- Strong written and verbal communication skills in both Te Reo Māori and English
- High level experience with MS Office 365 products (Word, Excel, PowerPoint, SharePoint, Outlook, Teams)
- Planning and organising skills
- Flexible, adaptable and calm under pressure
- A focus on a commitment to quality, accuracy, and detail
- Comfortable with ambiguity
- Commitment to personal and professional development
- Demonstrates a commitment to equity, equal employment, and educational opportunities.

Human Resources and Financial Authority

N/A

Acceptance

Your manager has approved this Position Description and confirms it accurately describes the work of the Kaiārahi Reo Tikanga, Te Kura Wānanga position.

I accept this Position Description reflects the duties and responsibilities of the Kaiārahi Reo Tikanga, Te Kura Wānanga position for which I am accountable.

Position Holder: Print Name

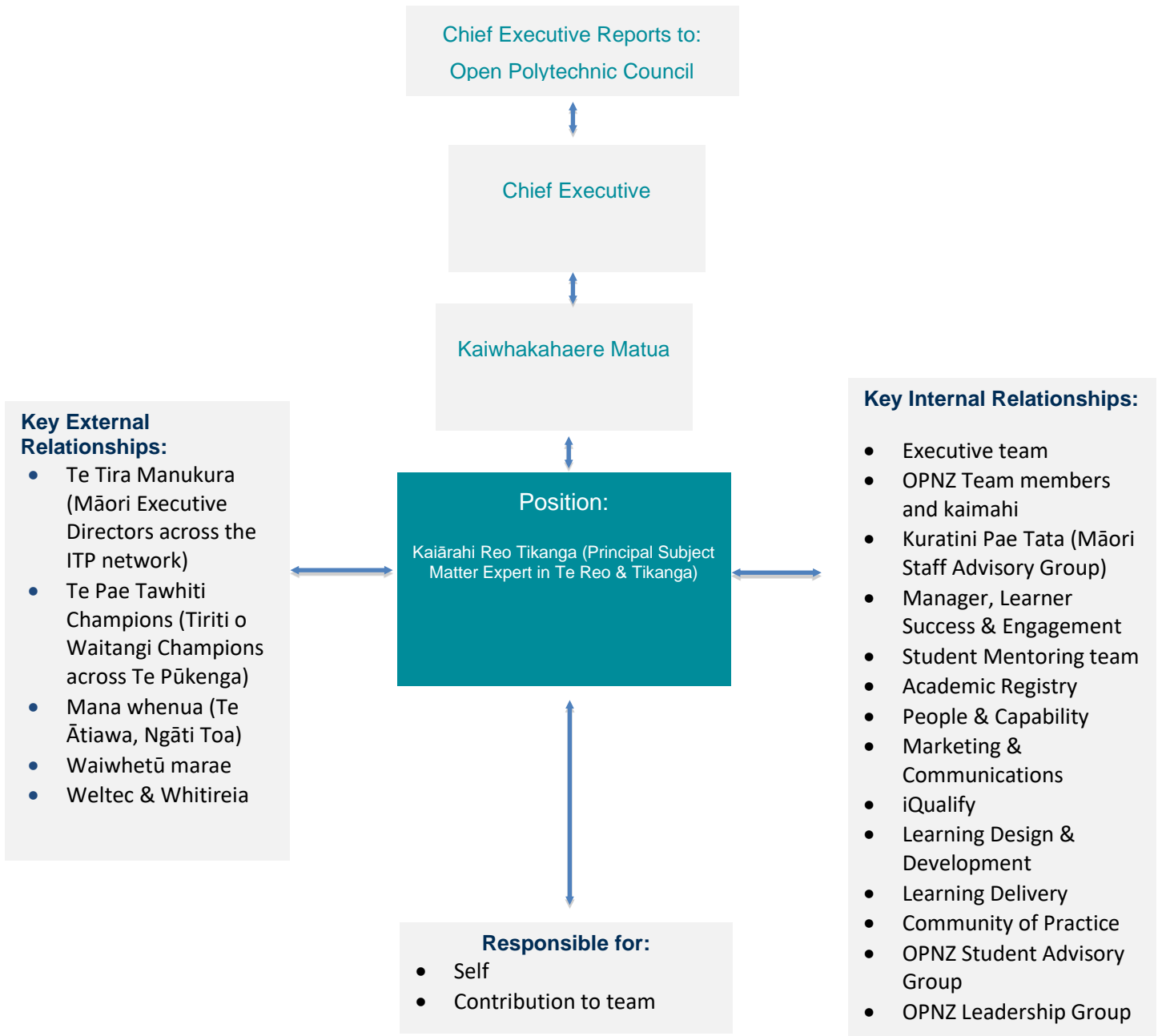
Position Holder: Signature

Date

Appendix 1

Position: Kaiārahi Reo Tikanga / Principal Subject Matter Expert in Te Reo & Tikanga

Role Relationships



We are

Bold
Māia

Edgy • Entrepreneurial • Commercially oriented • Willing to lead

Fast
Tere

Pragmatic • Focused • Confident • Agile • Flexible

True
Pono

Operating with integrity • Caring • Passionate about what we do

Smart
Mōhiotanga

Adaptable • Curious • Open-minded • Thinking differently

Together
Kotahitanga

Collaborative • Co-operative • An integrated part of a whole