

Role Description

Te Urunga Tū Kaihautū

Title	Te Urunga Tū Kaihautū
Location	Christchurch
Reports to	Mana Urunga Tū (Manager)
Direct Reports	Nil
Financial Delegation	Credit Card
Classification	Full time, permanent
Salary Band	Step 4 (\$60,500 - \$83,000)

Purpose

The Te Urunga Tū Kaihautū are responsible for implementing the Pūhoro kaupapa within participating secondary schools. The role requires Kaihautū to ensure that every rangatahi that participates in the Pūhoro kaupapa has access to a pathway that helps to realise their career aspirations.

Background

The purposes of the Pūhoro Charitable Trust include:

- The advancement of education to build and develop the capability and capacity of taura Māori and rangatahi Māori to succeed and lead in a STEMM (Science, Technology, Engineering, Mathematics and Mātauranga) and innovation focused Aotearoa.
 - Working with taura Māori, rangatahi Māori and whānau Māori to provide mentoring, tutoring and wānanga within culturally appropriate settings that value and support mātauranga Māori to flourish.
 - Establishing and maintaining quality strategic relationships with individuals, iwi, key organisations, and Government agencies in pursuit of promoting opportunities to provide better education for taura Māori and rangatahi Māori.
 - Undertaking other activities directly associated with the encouragement and better education of taura Māori and rangatahi Māori.
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Key Relationships

- Students/Rangatahi
 - Whānau
 - Regional Kaihautū Leads
 - STEM Tutors
 - Tertiary Education Institutions (where appropriate)
 - Scientists / Employers / Industry experts
 - Iwi
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Accountabilities

Programme Reporting

- Support rangatahi micro credentialing being implemented by Kaihautū and programme coordinators.
- Provide Kaihautū reporting as required by Mana Urunga Tū (Manager)
- Report against programme plans and goals.
- Identify programme risks and provide plans to mitigate risk.

Programme Delivery

- Deliver the Pūhoro kaupapa according to the model set by the Manahautū (CE)
- Identify programme enhancements to ensure the kaupapa meets the needs and aspirations of rangatahi

Collaboration

- Work collaboratively with regional Pūhoro STEMM Kaihautū and the broader Pūhoro team regularly.

Student Engagement

- Deliver student mentoring sessions and one to one sessions as directed
 - Create opportunities for students to transition into employment pathways.
 - Provide pastoral care as required
 - Create employment opportunities, internships and placement pathways for students in STEMM
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Whānau Engagement

- Manage and support Kaihautū to engage with whānau to increase support and understanding for them around their engagement in the Pūhoro kaupapa
- Facilitate and oversee whānau engagement with the Pūhoro kaupapa
- Build whānau understanding and engagement at the tertiary level.

Event Planning

- Work with team members on event planning, management and implementation.
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Qualifications and Experience

Qualifications:

- Bachelor level education in STEMM related fields. Science or Māori Development related qualification or equivalent is desirable.

Experience:

- Whānau engagement experience and understanding
 - Te reo Māori proficiency is weighted heavily but not essential.
 - Always maintain confidentiality and deal with sensitive situations using sound judgement in a variety of situations
 - Proven relationship management skills, and an ability to work with a range of audiences
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- Action oriented, responds positively to challenges, a problem-solver with a flexible can-do attitude and uses initiative
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Capabilities

Communication

- Conducts discussions in a respectful manner that are sincere and fully expressed.
 - Develops a clear, complete understanding of needs and problems through careful listening, probing, reflecting, and summarising.
 - Effective communication and relationship building.
 - Excellent verbal and written communication capability.
 - Ability to manage personal work environments competently and independently.
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Maori Development

- Demonstrated experience working with Māori students.
 - Demonstrated experience working with whānau and iwi.
 - Experience working with Iwi/Māori.
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Capability

- Proficiency in using Microsoft Office applications and office management programmes.
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Problem Solving

- Uses varying problem-solving approaches and techniques as appropriate.
 - Develops alternative resolutions/successful resolutions to critical or wide-impact problems.
 - Organises potential problem-solvers and leads problem resolution efforts.
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- Contributes to standard practises for problem-solving approaches, tools, and processes.
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Teamwork

- Establishes and maintains an effective working relationship with each team member.
 - Shows and promotes respect for differences and diversity.
 - Learns and utilises special talents and work styles of team members.
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Pre-employment checks

- Requirement to pass a Criminal and Traffic Convictions (Security) Check performed by the Ministry of Justice.
 - Safety checking of children's workers under the Vulnerable Children's Act 2014 and the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015
 - If shortlisted for an interview, appropriate verbal responses are given to CVA 2014 questions which determine suitability of the candidate to work with and around children
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