

Role Description

Te Urunga Tū Kaihautū

Waikato Region

Title	Te Urunga Tū Kaihautū - Waikato Region
Location	Waikato
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 – Waikato Region are responsible for implementing the Pūhoro kaupapa within participating secondary schools in the Waikato. 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 in STEMM (Science, Technology, Engineering, Mathematics and Mātauranga).

Background

The purposes of the Pūhoro Charitable Trust include:

- The advancement of education to build and develop the capability and capacity of rangatahi Māori to succeed and lead in STEM and innovation focused Aotearoa
 - Working with rangatahi Māori and whānau to provide mentoring, tutoring, 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 rangatahi Māori
 - Undertaking other activities directly associated with the encouragement and better education of rangatahi Māori
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Key Relationships

- University of Waikato – Faculty of Computing and Mathematical Sciences
 - Regional schools
 - Students/Rangatahi
 - Whānau
 - STEMM Tutors
 - 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 closely with the Faculty of Computing and Mathematical Sciences at the University of Waikato to promote and strengthen rangatahi engagement in this important scientific area
- Work collaboratively with regional Pūhoro STEM 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 STEM
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Whānau Engagement

- Engage with whānau to increase support and understanding for them around their child's engagement in 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 qualification in computer sciences or other sciences or Māori development related qualifications or equivalent is a requirement of this role

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 ability to work rangatahi
 - 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 experience
- Ability to work positively within work environments competently and independently
- Excellent verbal and written communication capability.
- Ability to work positively within work environments competently and independently

Māori Development

- Demonstrated experience working with rangatahi Māori
- Demonstrated experience working with whānau and iwi
- Experience working with Iwi / Māori

Capability

- Proficiency in using Microsoft Office applications and office management programmes

Whānau Engagement

- Engage with whānau to increase support and understanding for them around their engagement in the Pūhoro kaupapa
 - Facilitate whānau engagement with the Pūhoro kaupapa
 - Build whānau understanding and engagement of STEMM and opportunities at tertiary level for their rangatahi
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Teamwork

- Establishes and maintains an effective working relationship with each team member.
 - Shows and promotes respect for differences and diversity within the team
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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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