

Position Description (Te Whakaaturanga Tūranga Mahi)

Position Title (Te taitara):	Māori Qualifications Development Facilitator
Business Unit (Te wāhanga):	Ngā Poutoko Aromatawai Māori
Grade (Te taumata):	S7
Last Review Date (Te rā):	June 2025

Overview – NZQA’s Role (Te tirohanga whānui – Ngā mahi a NZQA)

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

NZQA is a Te Reo Māori learning organisation.

More information can be found on our website at www.nzqa.govt.nz.

Public Service (Te ratonga tūmatanui)

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āiane, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being in the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/about-us>.

Division Overview

The **Assessment Division** ensures the quality of assessment practices for NCEA, other New Zealand qualifications, and New Zealand Scholarship. We administer the National Certificates of Educational Achievement (NCEA), oversee internal assessment quality assurance, develop and deliver national external assessments. Additionally, we validate and maintain the credibility of NCEA and the New Zealand Scholarship Award. The division also plays a key role in recognizing and credentialing mātauranga Māori, acts as a standard-setting body, and develops qualifications in various areas, including foundation education, English language, Pasifika-focused, and Field Māori. Furthermore, they manage the University Entrance Award,

administer the New Zealand Record of Achievement, award Vocational Pathways, and provide certification for New Zealand Qualifications as well as reporting on student attainment in senior secondary education.

Business Unit Overview (Te tirohanga whānui ā-tari)

The **Ngā Poutoko Aromatawai Māori** business unit is part of the Assessment Delivery Group and is responsible for

- the kaitiakitanga of te reo Māori and mātauranga Māori (MM), for the standards, assessments and qualifications managed by the Assessment Division
- advancing and providing high-quality specialist and policy advice on a te ao Māori perspective and practice in the development and delivery of standards, qualifications, assessment, aromatawai, and moderation across the secondary and tertiary sectors
- the development, maintenance, review and promotion of relevant, fit-for-purpose, nationally endorsed assessment standards, New Zealand qualifications, programmes of teaching and learning, and micro-credentials which are predicated on mātauranga Māori and are of significance to the social, cultural, and economic development of New Zealand; and/or areas of Government priority

the development and marking of mātauranga Māori assessment materials for externally assessed achievement standards, Te Reo Matatini me te Pāngarau (TRMTP) co-requisite standards and NZ Scholarship and the external moderation of internally assessed MM materials for achievement standards and standards for which NPAM is the standard-setting body.

Māori Qualifications Services

Field Māori gives national recognition to mātauranga Māori. It is one of the classification fields for the Directory of Assessment and Skill Standards (DASS) that caters specifically to Māori knowledge, pedagogy, and skills, and enables the portability of Māori skills and knowledge within the national education system.

Māori Qualifications Services works collaboratively with Whakaruruhau (nationally recognised experts and practitioners) and other stakeholders to develop mātauranga Māori qualifications, and standards in Field Māori. Māori Qualifications Services products and services support accelerated Māori Learner success, advance the use of Mātauranga Māori, and express the kaupapa of *Te Hono o Te Kahurangi*.

Purpose of Position (He whakamārama)

The principal role of a Qualifications Development Facilitator, Māori Qualifications Services is to project manage the development, maintenance, and review of nationally endorsed unit standards, New Zealand qualifications and support material that are generic in nature; Pasifika focussed; and/or areas of Government priority. Qualifications Development Facilitators also provide professional advice on related policies, manage stakeholder relationships and lead or are involved in projects to achieve NZQA objectives and outputs.

Qualification Development Facilitators work collaboratively with a wide range of mātauranga Māori and subject matter experts to ensure quality outcomes that are robust, uphold the integrity of the Directory of Assessment Standards and New Zealand Qualifications Framework, and support learner achievement and pathways. The role of the QDF, MQS is to maintain the mana and integrity of mātauranga Māori, te reo Māori, and tikanga Māori, in the way work is achieved, and in the products developed, and the services provided.

Working Relationships (Te hononga tāngata)

Responsible to: Team Leader, Māori Qualifications Services

Functional relationships:

Internal:

- Other MQS Qualifications Development Facilitators
- Project Administrators (operational support and administrative assistance).
- Other staff of Ngā Poutoko Aromatawai Māori (project planning review and peer review materials, moderation support and advice)
- Other NZQA business units and divisions (ensuring integration of NZQA services and information sharing between business units and/or divisions, quality assurance of standards and qualifications)

External:

- Whakaruruhau Matua, Whakaruruhau and other expert advisory panels
- Whānau, hapū, iwi and hāpori
- Iwi organisations, Taiwhenua, Rūnanga, Post-Treaty Settlement Groups
- External contractors (to monitor and report on contracts)
- Workforce Development Councils (to engage in reviews and communicate change)
- Expert Advisory Panels (to engage in reviews)
- Tertiary Education Organisations (to engage in reviews and communicate change)
- Secondary Schools (to engage in reviews and communicate change)
- Tertiary Education Commission (to communicate change)
- Ministry of Education (to engage in reviews and communicate change)
- Peak body organisations (to engage in reviews and communicate change)
- Designated agencies (to engage in reviews and communicate change)
- Other government agencies as relevant to reviews

Key Accountabilities (Ngā haepapa matua)

Kotahitanga – Ngā Poutoko Aromatawai Māori

- Lead and manage all aspects of a portfolio of projects within a kaupapa Māori environment
- Determine the scope and the associated timing and resource requirements for projects
- Develop and maintain unit standards and New Zealand qualifications that:
 - meet the needs and aspirations of Māori Learners and their whānau, hapū, iwi and hāpori
 - express the kaupapa of Te Hono o Te Kahurangi, and
 - meet the requirements and quality criteria for listing on the Directory of Assessment Standards or New Zealand Qualifications Framework

- Support transition to and implementation of new qualifications and unit standards.
- Maintain and review the University Entrance Award, including the approved subject list
- Engage and manage internal and external stakeholder and interested party involvement in the projects, including meeting and workshop facilitation
- Provide up-to-date information, and seek feedback, via the NZQA website and other communication channels
- Deputise for the team leader MQS as required.

Whanaungatanga – Relationship Management

- Ensure communication is in accordance with NZQA's Client Charter, Ngā Mātāpono (values) and relevant policies
- Ensure engagement fosters whanaungatanga, manaakitanga, and is underpinned by an understanding of te ao Māori
- Respond to internal and external communications about matters within MQS's area of responsibility, and refer other communication onwards as appropriate
- Foster and maintain collaborative and constructive professional working relationships and partnerships with internal and external stakeholders and networks
- Maintain a requisite knowledge base to enable up-to-date advice and promotion of MQS products and services
- Communicate and support, within and external to NZQA, the interests of MQS stakeholders.

Rangatiratanga - Contribution to Māori Qualifications Services, Ngā Poutoko Aromatawai Māori and NZQA objectives and outputs

- Contribute towards the development, monitoring and review of team systems and processes to provide effective and efficient services.
- Take opportunities to contribute to business plan objectives and foster an innovative and quality improvement environment
- Contribute to the team and business unit environment in a manner that supports, fosters and develops effective, collaborative and respectful working relationships consistent with Ngā Mātāpono o NZQA
- Provide high-quality specialist and policy advice on the development of standards and qualifications based on mātauranga Māori
- Identify and report risks to the Team Leader and/or Manager as appropriate
- Lead and/or contribute to identified NZQA projects
- Complete delegated correspondence and administrative functions as required
- Complete Statement of Performance Expectation related projects according to associated measures.
- Contribute to the implementation of the Te Kōkiritanga.
- Take opportunities to represent NZQA externally at seminars, conferences or professional gatherings and participate in internal and external activities that support Te Ao Māori
- Lead and/or contribute to identified NZQA projects.

NZQA Priorities (Ngā whāinga nui o NZQA)

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

Oranga, Health, Safety & Wellbeing

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.

- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

Manaakitanga, Privacy & Security

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

Knowledge / Records Management

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use.
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

Person Specification (Ngā pūmanawa tāngata)

Pūkengatanga, Knowledge, Skills and Experience

Essential:

- The ability to work within Te Ao Māori, including conversing in Te Reo Māori, using Māori imagery and idioms and employing Māori reference points to underpin work
- A demonstrable ability to work and establish networks with specialist external Māori advisors and stakeholders
- Highly developed oral, interpersonal and written communication skills including technical, business and report writing skills, particularly within a kaupapa Māori context
- An understanding of the particular education and/or training needs of Māori within the tertiary and/or secondary sectors, ideally with direct secondary sector experience
- Knowledge and skills in assessment design and/or moderation
- Considerable experience in and a sound knowledge and understanding of the education sector, the New Zealand Qualifications Framework, and quality assurance matters within a Māori paradigm
- Proven experience to plan, co-ordinate and deliver successful project outcomes
- Experience in chairing and facilitating workshops, meetings and presentations to achieve common goals, and managing conflict situations in a diplomatic and effective manner
- A positive, energetic, flexible approach and a strong results orientation.
- Good ICT skills - in particular word-processing, spreadsheets, databases and Powerpoint.
- The ability to achieve credibility in the development of standards and qualifications based on mātauranga Māori at a national level.

Desirable:

- An understanding of the New Zealand labour market, its interaction with the education sector, and significance of qualifications in this interaction

Qualifications

A qualification at Level 7 of the New Zealand Qualifications Framework, or equivalent experience in a similar role.

Development Competencies (Te whanake pūkenga)

NZQA has the following Core Competencies for the purpose of development planning:

Client responsiveness - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

Collaboration - Working collaboratively with others, sharing information and networking to achieve common goals and positive outcomes.

Communication - Listening and communicating with others in an effective manner.

Continuous learning - Identifying and addressing personal development needs to enhance individual and organisational performance; learning through self reflection on success and failures.

Decision-making - Making good decisions and solving problems involving varied levels of complexity, ambiguity and risk.

Engaging with Māori - Engages effectively with Māori, underpinned by NZQA's values, and applies an understanding of Te Ao Māori that is relevant to the context of our business.

Valuing diversity - Helping create an inclusive work environment that embraces and appreciates diversity.

Work practice - Focusing personal efforts in an organised way to achieve results consistent with NZQA's objectives, seizing opportunities that arise, and maintaining effectiveness in a variety of situations.

Job Description Scope of Duties (Ngā mahi whāiti o te tūranga mahi)

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time-to-time assigned following consultation.