

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Aukaha Ako	
Uepū / Wāhanga <i>Department</i>	Akoranga	
Takiwā / Rohe <i>District</i>	Takiwā	
Wāhi Mahi <i>Location</i>	Te Ihu, Te Waenga, Te Kei	
Whakataui ki <i>Reports to</i>	Director - Takiwā Programme Delivery	
Māka Pūtea <i>Salary Grade</i>	Level 11	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>	As per offer of employment	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Takiwā Senior Leadership Team (SLT) and other Takiwā/Rohe Leaders and Managers and Kaimahi at Sites with the Takiwā • Aramātauranga and other Uepu Leaders, Managers and Kaimahi at Te Puna Matauranga • Kiriwhanake Business Partner and other Kiriwhanake Leaders and Managers and Kaimahi • 	<u>External</u> <ul style="list-style-type: none"> • Iwi / Hapū • Community • External Stakeholders • Government Agencies • Suppliers and Contractors • Consultants • Internal Auditors • External Auditors •
Pūtake Tūranga - Role Purpose		
<p>Provide strategic and operational educational services delivery and senior leadership responsibilities within Takiwā</p> <p>Identify, review and implement EFT’s provision and allocation, ensuring pathways, strategic focus and stakeholder issues are addressed.</p> <p>To lead and oversee key ako deliverables of the Takiwā in alignment with strategic and operational goals and objectives:</p>		

Key Performance Indicators	Success Factors
<p>To have responsibility to coordinate the collaborative functioning of the Takiwā senior leadership team that align with TWoA values and strategic goals</p> <ul style="list-style-type: none"> •To lead, oversee and ensure quality academic delivery of programmes across the Takiwā in alignment with curriculum requirements •Oversee and manage the quality delivery of teaching and learning and assessment practices •Oversee and manage quality delivery of rangahau and champion approved rangahau projects in Takiwā •Oversee and manage all modes of delivery ensuring learning hours reflect curriculum requirements •Oversee and manage numeracy and literacy <ul style="list-style-type: none"> • To champion and lead projects relevant to teaching and learning in the Takiwā, including Ako Wānanga, and Literacy & Numeracy projects and initiatives •To oversee the implementation of continuous improvement opportunities •To implement Takiwā EFT's mix of provision and allocation according to the enrolment plan •Building educational capability and qualifications to the level required to deliver and sustain educational programmes and learning outcomes •Ensuring that educational delivery skills and resources match current and planned programmes. •Lead & drive business leadership within the Takiwā to develop high performance culture aligned to kaupapa Māori and TwoA values. 	<p>Kaupapa Wānanga and values are demonstrated in all areas of work and behaviour</p> <p>Collection of relevant and up to date information on Takiwā need (immediate and future trend analysis) completed</p> <p>Strategic and operational plans for the operational functions of the the Takiwā are developed, approved and executed with key milestones and performance indicators met</p> <p>Takiwā programme portfolio closely aligned to Takiwā needs and opportunities and operational plans support needs and opportunities</p> <p>Takiwā operational plan aligns with enrolment plan.</p> <p>EFTs targets met or renegotiated as per Takiwā enrolment plan and IIP</p> <p>Quality management and continuous improvement policy and procedures met</p>

<p>Health and Safety</p> <ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy <p>Process risk management forms and health and safety issues accordingly</p>	<ul style="list-style-type: none"> - Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel - Forms are completed that accurately reflect risks and health and safety issues
<p>-</p>	<ul style="list-style-type: none"> - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Masters qualification in Education, Educational Leadership or relevant field <p>Experience:</p> <ul style="list-style-type: none"> • 7+ years' experience in a senior educational leadership role • Relevant management experience within the education sector • Relevant teaching experience in the tertiary sector preferred <p>Āhukatanga Māori</p> <ul style="list-style-type: none"> • Willing to participate in cultural activities and motivated to develop an understanding of āhukatanga Māori (values, culture and tikanga) • Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour • Provides guidance and leadership for Te Wānanga o Aotearoa values
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent relationship management skills • Confident manager of reporting data collation and presentation • Proven ability to analyse, investigate and interpret data, issues and situations • Sound understanding of risk management processes and procedures • Excellent planning and project/task management skills

	<ul style="list-style-type: none"> • Proven ability to develop and implement strategies • Sound understanding of strategy planning
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Analytical Ability Analyses, investigates and interprets data, issues and situations.</p> <p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Business Acumen Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p>Developing Others Fosters the long-term learning or development of others.</p> <p>Effective Leadership Leads positive work practices, models and practises tikanga and wairuatanga Māori to support staff members and create opportunities for others.</p> <p>Expertise Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Strategic Leadership Formulates effective plans that are consistent with TWA strategic plan; takes a long-term view; acts as a catalyst for organisational changes; builds a shared vision with others; and influences others to translate vision into action.</p>

