



Te Whare Wānanga
o Awanuiārangi

Job Description

Position Title Co-ordinator – CE Projects **Team/School:** Office of the Chief Executive

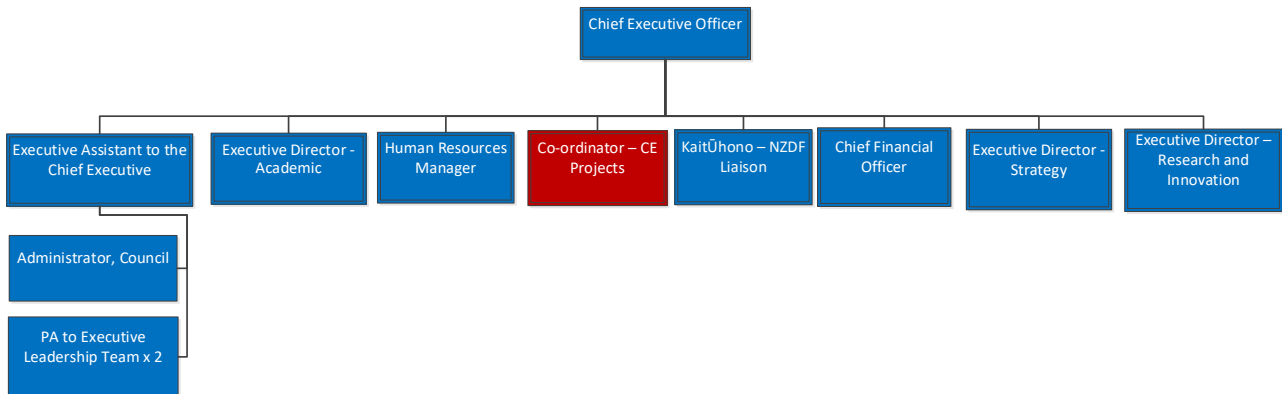
Position Holder **Date** October 2025

Reports to **Location** Whakatāne

Agreed By (Please Sign) Position Holder

Manager/Team Leader Date

HR Manager Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognises the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

PURPOSE OF POSITION

The Co-ordinator – CE Projects provides high-level support to the Chief Executive Officer (CEO) by co-ordinating, monitoring, reviewing, and reporting on strategic and operational projects that fall within the CEO's line of sight. This role ensures that key initiatives are aligned with organisational priorities and are delivered efficiently, effectively, and with clear accountability.

DIMENSIONS AND AUTHORITY

Staff: Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Chief Executive Officer (direct reporting line)
- Executive Leadership Team
- Project Sponsors and Leads
- Internal departments and teams
- External partners and stakeholders

External:

- Government ministries
- Iwi, hapū and whānau
- As required or directed by the CEO

KEY RESULTS AREAS

The role encompasses the following major functions or Key Result Areas:

1. Strategic Project Co-ordination
2. Reporting and Communication
3. Stakeholder Engagement
4. Governance and Oversight
5. Administrative and Operational Support

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Strategic Project Co-ordination <ul style="list-style-type: none">• Support the CEO in overseeing a portfolio of strategic and cross-functional projects.	<ul style="list-style-type: none">• Co-ordinate cross-departmental hui ensuring alignment with the CEO's strategic objectives.• A comprehensive project dashboard is developed and maintained that tracks

<ul style="list-style-type: none"> • Develop and maintain detailed project plans, timelines, and milestone tracking tools. • Co-ordinate project activities across departments to ensure alignment with organisational goals. • Monitor project progress and proactively identify risks, issues, and mitigation strategies. 	<p>milestones and deliverables across the strategic initiatives, enabling the CEO to monitor progress in real time.</p>
<p>KRA 2: Reporting and Communication</p> <ul style="list-style-type: none"> • Prepare high-quality reports, dashboards, and presentations for the CEO and senior leadership. • Facilitate regular project updates, ensuring timely and accurate communication of progress, risks, and outcomes. • Maintain comprehensive records of project documentation, decisions, and outcomes. 	<ul style="list-style-type: none"> • Executive summaries and visual dashboards are produced monthly that provide clear insights into project status. • Provide concise, data-driven updates to the CEO, supporting informed decision-making and timely interventions.
<p>KRA 3: Stakeholder Engagement</p> <ul style="list-style-type: none"> • Liaise with internal and external stakeholders to gather information, provide updates, and ensure alignment with project objectives. • Support the CEO in stakeholder meetings by preparing briefing materials, agendas, and follow-up actions. 	<ul style="list-style-type: none"> • Act as the primary liaison between the CEO's office and project leads, ensuring consistent communication and alignment on priorities. • Co-ordinate briefing materials and talking points for the CEO's stakeholder engagements, contributing to successful outcomes and relationship management.
<p>KRA 4: Governance and Oversight</p> <ul style="list-style-type: none"> • Ensure projects adhere to governance frameworks, policies, and compliance requirements. • Assist in the preparation of Council papers and strategic documents related to project performance and outcomes. 	<ul style="list-style-type: none"> • All projects adhere to internal governance frameworks and regular compliance checks are conducted. • Council papers and strategic reports, incorporate project data and analysis aligns with project milestones and outcomes.
<p>KRA 5: Administrative and Operational Support</p>	<ul style="list-style-type: none"> • Project-related meetings are organised and facilitated, including agenda

<ul style="list-style-type: none"> • Organise and facilitate project-related meetings, including scheduling, minute-taking, and action tracking. • Support the CEO with ad hoc tasks and special initiatives as required. 	<p>setting, minute-taking, and follow-up on action items.</p> <ul style="list-style-type: none"> • Responsive and proactive support provided to the CEO on ad hoc initiatives, including rapid research, document preparation, and stakeholder co-ordination.
<p>KRA 5: General Requirements of all Wānanga Employees</p> <ul style="list-style-type: none"> • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Strive for high student retention and success. • Meet your obligations under the Health and Safety at Work Act 2015 by. <ul style="list-style-type: none"> ○ Being responsible for maintaining a safe and healthy workplace ○ Following health and safety rules, policies and procedures, ○ Reporting accidents, injuries and unsafe equipment, practices or conditions ○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. • Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines; • Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice; • Comply with information and records management policies, standards, guidelines, and procedures; • Be culturally aware and uphold EEO in all aspects of work and development; • Participate in the Wānanga appraisal process; • Improve and develop yourself through training and professional development opportunities; • Undertake any other key duties as agreed with your manager. 	

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
<ul style="list-style-type: none"> Bachelor degree or equivalent experience 	<ul style="list-style-type: none"> Prince 2 or equivalent
Experience	
<ul style="list-style-type: none"> Proven experience in project co-ordination or management, preferably supporting executive leadership. Experience and understanding of NZQA and TEC frameworks and requirements. 	<ul style="list-style-type: none"> Teritiary education sector experience.
Skills and Attributes	
<ul style="list-style-type: none"> Strong organisational and time management skills with the ability to manage multiple priorities. Excellent written and verbal communication skills. High proficiency in Microsoft Office Suite and project management tools (e.g., MS Project, Asana, Trello). Ability to work independently and exercise sound judgment. 	
Competencies	Looks Like
Values Alignment Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	<ul style="list-style-type: none"> Examines and clarifies personal values and behaviours. Communicates and models organisational values. Uses organisational values in decision-making. Manages own personal development and learning.
Interpersonal Skills Demonstrates an ability to use a variety of interpersonal techniques to effectively deal with a variety of people and situations.	<ul style="list-style-type: none"> Uses good listening and questioning techniques. Develops good rapport with people at all levels. Accurately interprets others' behaviour and adapts own approach accordingly.

<p>Tauira/Customer Service</p> <p>Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.</p>	<ul style="list-style-type: none"> • Focuses on tauira/customer needs and meets or exceeds their requirements. • Clarifies tauira/customer needs. • Confirms satisfaction. • Listens and empathises. • Develops approaches that provide total solutions for tauira/customers.
<p>Work Standards</p> <p>Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.</p>	<ul style="list-style-type: none"> • Sets high performance standards. • Emphasises high standards to others. • Shows pride when standards are met. • Shows dissatisfaction with substandard performance.
<p>Attention to Detail</p> <p>Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.</p>	<ul style="list-style-type: none"> • Clarifies details of tasks. • Completes all details. • Checks outputs for accuracy and completeness. • Follows established procedures. • Maintain checklist to cover details.
<p>Project Management Skills</p> <p>Demonstrates an ability to plan and implement projects in order to achieve project objectives which lead to the achievement of organisational goals and strategies.</p>	<ul style="list-style-type: none"> • Has a track record of highly effective project management in complex and difficult areas. • Establishes and maintains links to align project objectives with organisational business objectives. • Focuses multiple project initiatives towards achieving organisational strategy. • Integrates change management strategies with project management processes. • Implements strategies which result in improved project management processes.
<p>Analysis/Problem Assessment</p> <p>Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.</p>	<ul style="list-style-type: none"> • Detect problems or opportunities • Gather all relevant information • Identify underlying issues or problems • Organise information • Recognise trends • Identify cause-and-effect relationships.
<p>Technical/Professional Knowledge</p> <p>Having achieved a satisfactory level of technical and professional skill or knowledge in position-</p>	<ul style="list-style-type: none"> • Understands technical terminology and developments.

related areas; keeping abreast of current developments and trends in area of expertise.	<ul style="list-style-type: none"> • Knows how to apply a technical skill or procedure. • Knows when to apply a technical skill or procedure. • Performs complex tasks in area of expertise.
Teamwork/Collaboration Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	<ul style="list-style-type: none"> • Contributes to team development, shares ideas and achievement of results. • Clarifies roles and responsibilities, and priorities. • Looks to help others. • Supports team decisions and shares accountability within the team. • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiiā ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whāinga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organisation and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). We also deliver on marae across the Te Ika a Maui (*North Island*).