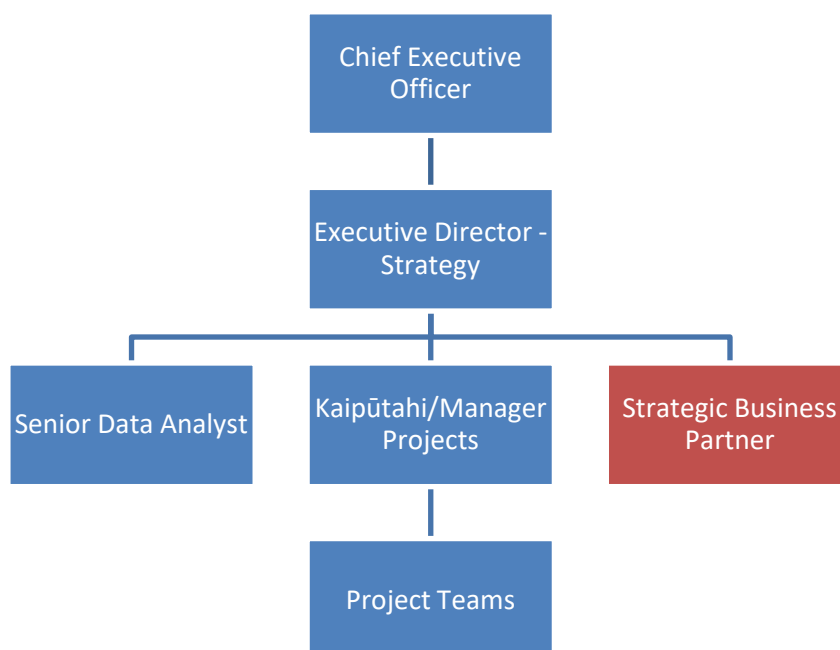


Job Description

Position Title	Strategic Business Partner	Team/ School:	Office of the Chief Executive Officer
Position Holder		Date	May 2025
Reports to	Executive Director - Strategy	Location	Whakatāne or Tāmaki Makaurau
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 recognizes 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 Strategic Business Partner will collaborate closely with the Executive Director – Strategy to provide high-level support on key strategic initiatives, critical projects, and relationship management. This role is pivotal in ensuring the successful execution of organisational priorities, fostering strong partnerships, and driving impactful outcomes aligned with the institution's long-term vision. This role requires a proactive and collaborative approach to engaging with stakeholders and implementing executive-level projects, ensuring alignment with organisational objectives and values.

There is focus on aligning the institution with Aotearoa New Zealand's goal of achieving zero carbon emissions by 2025 and ensuring Te Whare Wānanga o Awanuiārangi actively contributes to being a responsible and environmentally conscious institution. The role will work in collaboration with various teams and stakeholders to promote sustainable practices and achieve the organisation strategy plans for environmental sustainability.

DIMENSIONS AND AUTHORITY

Staff Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Chief Executive Officer
- Chief Financial Officer
- Executive Director – Academic
- Senior Data Analyst
- School Teams
- Corporate Teams
- Academic Registry
- Tauria

External:

- Iwi
- Government entities
- Tertiary education institutions
- Local government
- Organisations leading sustainability and climate change impacts

KEY RESULTS AREAS

The role of the Strategic Business Partner encompasses the following major functions or Key Result Areas:

1. Strategic Sustainability Plan Implementation
2. Strategic Initiatives and Critical Projects
3. Relationship Management and Engagement

4. Monitoring, Reporting and Strategic Analysis
5. Leadership in Education and Awareness
6. Policy Development and Advocacy
7. Team and Personal Effectiveness
8. General Requirements of all Wānanga Employees

KEY RESULTS AREAS

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Strategic Sustainability Plan Implementation: <ul style="list-style-type: none"> Lead the implementation of the organisation's sustainability plan, ensuring alignment with Aotearoa New Zealand's goal of achieving zero carbon emissions by 2025. Champion initiatives that position Te Whare Wānanga o Awanuiārangi as a responsible and environmentally conscious institution. Stay informed about climate change policies and regulations, conduct research on best practices, and provide recommendations to senior management on climate change mitigation and adaptation strategies. Assist in integrating sustainability practices and resilience measures into various aspects of the institution through co-ordination with relevant departments. 	<ul style="list-style-type: none"> A Sustainability Plan is implemented that reduces carbon emissions and staff and other stakeholders understand what that means and can contribute to further reductions. Provision of information demonstrating understanding of new climate change policies and regulations, written research reports are provided to senior management including mitigation and adaption strategies. Sustainability practices and resilience measures are reported through to senior management on a regular basis along with any issues.
KRA 2: Strategic Initiatives and Critical Projects: <ul style="list-style-type: none"> Support the Executive Director – Strategy in the delivery of key strategic initiatives and critical projects, ensuring these contribute to the institution's long-term goals and vision 	<ul style="list-style-type: none"> Strategic Plan is completed with implementation plan, communication and onboarding across all organisational workplans Key strategic initiatives and critical projects are met on time and reported on at executive level Contribution towards the overall strategic plan is evidenced across all measures and performance targets
KRA 3: Relationship Management and Engagement: <ul style="list-style-type: none"> Foster strong relationships with internal and external stakeholders, including staff, students, iwi, and government agencies, to promote sustainability initiatives and engage them in strategic goals of the organisation. Participate in relevant sustainability networks and forum to share knowledge and collaborate on sustainable practices. 	<ul style="list-style-type: none"> Strong relationships are maintained and evidenced through appropriate engagement and evaluation approaches. Collaboration with appropriate groups is evidenced through attendance at forums and the co-ordination of hui/events which include networks and experts in their fields. Relationships register in alignment with MoU and contract relationships are maintained on behalf of the CEO and CEO office.
KRA 4: Monitoring, Reporting and Strategic Analysis:	

<ul style="list-style-type: none"> • Develop and implement a comprehensive monitoring system to track progress towards carbon reduction targets. • Prepare regular reports on key sustainability metrics, including greenhouse gas emissions, energy consumption, waste management, and other relevant sustainability indicators. 	<ul style="list-style-type: none"> • Monitoring system is in place in accordance with external requirements. • Reports are available that reflect improved sustainability across all required areas. • Provide high-level analysis to inform decision making.
<p>KRA 5: Leadership in Education and Awareness:</p> <ul style="list-style-type: none"> • Promote awareness and understanding of sustainability and strategic priorities across the organisation, driving engagement and embedding practices within organisational culture • Assist in developing educational programmes and campaigns to raise awareness about sustainability, and the commitment for TWWoA to being a contributing business towards sustainable impact. • Support the organisation of workshops, seminars, and events to engage the campus community and foster a culture of strategic and environmental responsibility 	<ul style="list-style-type: none"> • Educational programmes and campaigns are developed and feedback indicates improved understanding and commitment from staff to a sustainable future and strategic initiatives • Workshops, seminars and events held.
<p>KRA 6: Policy Development and Advocacy:</p> <ul style="list-style-type: none"> • Stay informed of local, national and international policies, regulations, and initiatives related to zero carbon and sustainability and strategy. • Support advocacy efforts that promote strategic and sustainability goals. 	<ul style="list-style-type: none"> • Evidence of attendance at appropriate workshops, conferences and events related to strategy and sustainability at national and international levels. • Proposed policy changes put forward when required that support strategy and sustainability goals.
<p>KRA 7: Team and Personal Effectiveness</p> <ul style="list-style-type: none"> • Provide support to team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Continual updating knowledge and skills relating to technology, administrative systems, and other aspects of the position. 	<ul style="list-style-type: none"> • Team is supported as required. • Feedback evidences good communication is fostered with the team and other staff members. • Work processes are updated on an annual basis. • Professional development and training are undertaken as required.

8. General Requirements of all Wānanga Employees

- 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.
- Commit to providing quality education.
- Strive for high student retention and success.
- Meet your obligations under the Health and Safety at Work Act 2015 by.
 - 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.
- Understand hazard management and identify them in the context of your work environment;
- 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;
- Participate in the Wānanga appraisal process;
- Improve and develop yourself through training and professional development opportunities;
- Participate in, and develop programme recruitment initiatives;
- 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's degree in mātauranga Māori, strategy, leadership, humanities, science, business, arts, or a related field• A current, unrestricted private motor vehicle licence.	<ul style="list-style-type: none">• Post Graduate diploma or higher
Experience	
<ul style="list-style-type: none">• Proven experience in developing and implementing sustainability plans and/or strategies and initiatives, preferably in an educational or organisational setting.• Proficiency in data analysis and reporting, with experience using sustainability metrics and tracking tools.	<ul style="list-style-type: none">• Knowledge and relevant experience in the Tertiary sector preferred.• Experience in mapping strategic or sustainability plans or strategy with a te ao māori perspective.

Skills and Attributes	
<ul style="list-style-type: none"> • Strong knowledge of Aotearoa issues, strategy or sustainability frameworks. • Familiarity with New Zealand's strategic, education and climate change policies. • Excellent project management skills, with the ability to prioritise and manage multiple initiatives simultaneously. • Effective communication and stakeholder engagement abilities, including public speaking and report writing skills. • Passion for strategy / sustainability and a commitment to driving positive change towards a sustainable future. • Te Reo Māori skills to at least intermediate and a commitment to improving Te Reo Māori skills • Understanding and knowledge of Tikanga Māori and its application in a kaupapa Māori and tertiary environment. • Proven ability to use Microsoft Office suite to at least intermediate level and experience using databases, and social media tools. 	<ul style="list-style-type: none"> • Te Reo Māori fluency preferred/or a willingness to move toward fluency. • Demonstrated knowledge and appreciation of Te Ao Māori, Te Reo and Tikanga Māori
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
Communication Engages a broad range of communication styles, choosing appropriate, effective ways to communicate to different audiences in diverse situations.	<ul style="list-style-type: none"> • Communicates in a respectful tone and manner • Listens actively and communicates effectively with others • Writes clearly and accurately in a variety of contexts and formats • Listens and asks questions to understand other people's viewpoints • Communicates issues in a timely manner • Aware of and responsive to verbal and non-verbal communication styles • Recognises cultural differences in communication

	<ul style="list-style-type: none"> • Uses effective cross-cultural communication skills
Tauira/Customer Service 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.	<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
Work Standards 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.	<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
Attention to Detail 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.	<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.
Planning and Organising Determining goals and priorities and assessing the actions, time and resources needed to achieve those goals.	<ul style="list-style-type: none"> • Uses time management • Works in a structured manner • Separates essentials from side-issues • Ability to use initiative and exercise judgement
Results Orientation Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments, or projects.	<ul style="list-style-type: none"> • Sets clear, challenging accountabilities and performance objectives and measure the results • Commits to action individually, or in the team
Technical/Professional Knowledge Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	<ul style="list-style-type: none"> • Understands technical terminology and developments • Knows how to apply a technical skill or procedure • Knows when to apply a technical skill or procedure

	<ul style="list-style-type: none"> • Performs complex tasks in area of expertise. • Ability to collect and analyse data and prepare reports.
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. Whakakiia 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 organization 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, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is 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 Te Taitokerau. We also deliver on marae across the Te Ika a Maui (*North Island*).