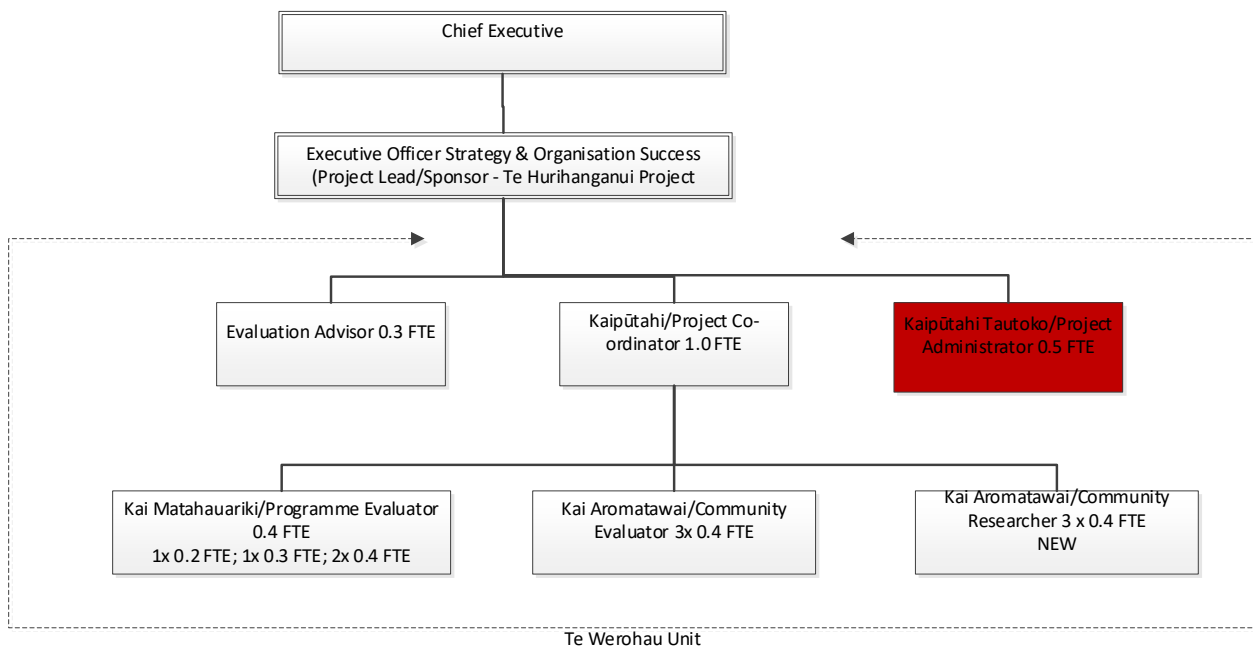


## Job Description

<b>Position Title</b>	Kaipūtahi Tautoko / Project Administrator	<b>Team/ School:</b>	Office of the Chief Executive
<b>Position Holder</b>		<b>Date</b>	November 2021
<b>Reports to</b>	Project Sponsor – Te Hurihanganui (Te Werohau unit)	<b>Location</b>	Whakatāne
<b>Agreed By (Please Sign)</b>	Position Holder		
	EO – SOAS		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

To assist the Kaipūtahi/Project Co-ordinator by servicing all administrative functions associated with the planning and implementation processes and document control and design of research projects, initially the MoE-funded Te Hurihanganui research project – Phase 2 ensuring key outcomes and performance indicators are met.

## DIMENSIONS AND AUTHORITY

**Staff** Nil

**Financial:** Nil

## RELATIONSHIPS

### Internal:

- Te Werohau staff
- Research Office
- Academic Registry
- Corporate Registry (Finance, IT, Operations, Marketing)
- CE & DCE Offices
- Other Staff

### External:

- Research Agencies
- Government agencies
- Ministry of Education (National and Regional Office)
- Iwi, hapū, whānau

## KEY RESULTS AREAS

The role of the *Kai Aromatawai - Community Evaluator* encompasses the following major functions or Key Result Areas:

1. Project Administration
2. Project Documentation
3. Team and Personal Effectiveness
4. Other Corporate Activities

Key Result Areas What am I meant to do?	How do I know I'm successful?
<b>KRA 1: Project Administration</b> <ul style="list-style-type: none"><li>• Assist Kaipūtahi/Project Co-ordinator to ensure reporting and tracking of project goals, schedules and milestones are met.<ul style="list-style-type: none"><li>○ Organising and scheduling meetings and taking meeting minutes.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Administration support outcomes and timelines as agreed with Manager.</li><li>• Project scheduling and milestone tracking system meets Manager requirements.</li><li>• Meeting minutes are completed, and actions monitored and/or followed up.</li></ul>

<ul style="list-style-type: none"> <li>○ Communicating with stakeholders and other team members as required by manager.</li> <li>● Assist the Kaipūtahi/Project Co-ordinator to coordinate all team members to keep workflow on track.</li> <li>● Provide support to other Projects as required by management.</li> </ul>	<ul style="list-style-type: none"> <li>● Communication support completed as directed by Manager.</li> <li>● Create and update workflows with the Manager.</li> <li>● Other Project support undertaken to standards as agreed with Manager.</li> </ul>
<p><b>KRA 2: Project Documentation</b></p> <ul style="list-style-type: none"> <li>● Prepare any documentation as well as efficient filing of all documentation</li> <li>● Administer any meeting requirements such as travel, accommodation, events, catering.</li> <li>● Administer project-related paperwork by ensuring all relevant materials are current, appropriately filed and stored.</li> <li>● Communicate and schedule data collection processes e.g. interviews, wānanga, hui etc for the project as directed by Kaipūtahi/Project Co-ordinator.</li> </ul>	<ul style="list-style-type: none"> <li>● Documentation held and filed in accordance with file management policy and procedures.</li> <li>● Evidence of administration support through updated documentation.</li> <li>● Paperwork and relevant materials are accurate, easily accessible, current and stored appropriately.</li> <li>● Budget monitoring system and expense processing meets requirements and expenses are processed in a timely manner.</li> <li>● Interviews, wānanga, hui etc are scheduled and people are kept informed of what is occurring.</li> </ul>
<p><b>KRA 3: Team and Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>● Attend meetings as required by Te Werohau</li> <li>● Can work unsupervised and report back to team effectively</li> <li>● Documents the critical functions within areas of responsibility</li> <li>● Continual updating of knowledge and skills relating to technology, administrative systems and other aspects of the position</li> </ul>	<ul style="list-style-type: none"> <li>● Meetings are attended and appropriate advice/support is offered</li> <li>● Team is supported as required.</li> <li>● Feedback evidences good communication is fostered with the team and other staff members.</li> <li>● Work processes are updated.</li> </ul>
<p><b>KRA 4. Other Corporate Activities</b></p> <ul style="list-style-type: none"> <li>● Comply with all legal and Wānanga requirements for records management.</li> <li>● Undertake any other duties as may be required.</li> <li>● Participates in Wānanga events as required.</li> </ul>	<ul style="list-style-type: none"> <li>● All legal and Wānanga requirements are complied with in respect of the administration and management of all Wānanga records.</li> <li>● Demonstrated flexibility and willingness to assist with other duties as required.</li> <li>● Evidenced by observation.</li> </ul>

### 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.
- 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.
- Be culturally aware and 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	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• A Diploma qualification in the field of Business or Administration or Information Technology.</li><li>• Current clean drivers' licence.</li></ul>	<ul style="list-style-type: none"><li>• Relevant degree</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Project coordination or administration experience.</li><li>• At least 5 years Administration, Customer Service, Marketing or PA experience.</li><li>• Report writing experience.</li><li>• Database experience.</li><li>• Graphic design and/or resource development experience</li></ul>	<ul style="list-style-type: none"><li>• Experience working in tertiary sector.</li></ul>

Skills and Attributes	
<ul style="list-style-type: none"> <li>• Able to speak and communicate clearly with the public. Friendly and approachable nature.</li> <li>• Competent user of the Microsoft Office Suite including MS Outlook, Word, Excel, PowerPoint with intermediate or advanced skills.</li> <li>• Has a good understanding of tikanga Māori.</li> <li>• Te Reo Māori competencies to at least intermediate level.</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in Te Reo Māori.</li> </ul>
Competencies	Looks Like
<p><b>Values Alignment</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Examines and clarifies personal values and behaviours</li> <li>• Communicates and model's organisational values</li> <li>• Uses organisational values in decision-making</li> <li>• Manages own personal development and learning.</li> </ul>
<p><b>Customer Focus</b></p> <p>Proactively develops customer relationships by making efforts to listen to and understand the customer; anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.</p>	<ul style="list-style-type: none"> <li>• Focus on customer needs and meets or exceeds their requirements</li> <li>• Clarifies customer needs</li> <li>• Confirms satisfaction</li> <li>• Listens and empathises</li> <li>• Develops approaches that provide total solutions for customers.</li> </ul>
<p><b>Interpersonal Skills</b></p> <p>Demonstrates an ability to use a variety of interpersonal techniques to effectively deal with a variety of people and situations, including dealing with the media.</p>	<ul style="list-style-type: none"> <li>• Uses good listening and questioning techniques.</li> <li>• Develops good rapport with people at all levels.</li> <li>• Accurately interprets others' behaviour and adapts own approach accordingly.</li> <li>• Develops strategies for communicating with media.</li> <li>• Deals confidently and effectively with the media and uses discretion and good judgement in public statements.</li> </ul>
<p><b>Problem Solving</b></p> <p>Demonstrates an ability to successfully manage problems with high complexity and a long term focus.</p>	<ul style="list-style-type: none"> <li>• Adopts a long term rather than short term view when seeking solutions.</li> <li>• Generates solutions which meet the needs and agendas of the parties involved.</li> <li>• Manages problems with high complexity.</li> </ul>
<p><b>Results Orientation</b></p> <p>Demonstrates an ability to drive self and others to achieve organisation objectives and maintains focus on end result.</p>	<ul style="list-style-type: none"> <li>• Drives others to achieve organisational objectives by keeping focus on the end result.</li> <li>• Monitors and reviews progress towards organisational goals and makes adjustments to keep on track.</li> </ul>
<p><b>Quality Orientation/Attention to Detail</b></p> <p>Accomplishing tasks through concern for all areas involved, no matter how small; showing concern</p>	<ul style="list-style-type: none"> <li>• Clarifies details of tasks</li> <li>• Completes all details</li> </ul>

<p>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"> <li>• Checks outputs for accuracy and completeness</li> <li>• Follows established procedures</li> <li>• Maintains checklist to cover details</li> </ul>
<p><b>Planning and Organising</b> Establishes a course of action for self and others to accomplish a specific goal; plans proper assignments of personnel and appropriate allocation of resources.</p>	<ul style="list-style-type: none"> <li>• Sets priorities</li> <li>• Establishes objectives and milestones</li> <li>• Estimates time and schedules activities</li> <li>• Identifies and allocates resources</li> <li>• Uses tools (e.g.: calendar, files, charts).</li> </ul>

## TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

### VISION

*Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakīia ngā kete a ngā uri o Awanuiārangī 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 Awanuiārangī 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 whainga, 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 Awanuiārangī.*

### **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 Awanuiārangī.

### 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 Āhuetanga 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 Whangarei. We also deliver on marae across the Te Ika a Maui (*North Island*).

### **Te Werohau – Research and Evaluation Team**

*Te Werohau* are the evaluation unit within Te Whare Wānanga o Awanuiārangi delivering the contract for the Ministry of Education, namely *Te Hurihanganui* (Phase 1).

As an acronym, the term *Te Werohau* are known as wispy, feathery clouds found in the upper levels of Ranginui's realms and are particularly recognised as harbingers of change. *Te Werohau* align with kaupapa Māori research and evaluation values:

**Aroha ki te tangata** - a respect for people that within research is about allowing people to define the research context (e.g., where and when to meet). It is also about maintaining this respect when dealing with research data (e.g., quantitative research), and extends to the physical sciences when research involves, for example, the examination of human tissue samples.

**He kanohi kitea** - being a face that is seen and known to those who are participating in research. For example, researchers should be engaged with and familiar to communities so that trust and communication is developed.

**Titiro, whakarongo...kōrero** - Look, listen and then, later, speak. Researchers need to take time to understand people's day-to-day realities, priorities and aspirations. In this way the questions asked by a researcher will be relevant.

**Manaaki ki te tangata** - looking after people. This is about sharing, hosting and being generous with time, expertise, relationships, etc.



**Kia tupato - be cautious.** Researchers need to be politically astute, culturally safe, and reflexive practitioners. Staying safe may mean collaborating with elders and others who can guide research processes, as well as the researchers themselves within communities.

**Kaua e takahia te mana o te tangata** - do not trample on the mana (dignity) of people. People are often the experts on their own lives, including their challenges, needs and aspirations. Look for ways to collaborate on research reports, as well as research agendas.

**Kia mahaki - be humble.** Researchers should find ways of sharing their knowledge while remaining humble. The sharing of expertise between researchers and participants leads to shared understanding that will make research more trustworthy.