



Te Wānanga  
o Aotearoa

# aro tūranga

## Position Description

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)”.

### Specialist - Cultural Capability

<b>location</b>	<b>Uepū / Wāhanga</b> Department	Kiriwhanake
	<b>Takiwā / Rohe</b> District	
	<b>Wāhi Mahi</b> Location	Te Puna Manaaki and Takiwā
<b>Reporting &amp; remuneration</b>	<b>Whakatau ki</b> Reports to	
	<b>Māka Pūtea</b> Salary Grade	Level 8
	<b>Māngai Pūtea</b> Financial Delegation	Nil
	<b>Wā Roanga</b> Tenure	As per letter of offer
<b>Stakeholders</b>	<b>Ngā Rōpu Whaihua</b> Functional Relationships	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Kiriwhanake Uepū</li> <li>• Te Wānanga o Aotearoa Kaimahi</li> <li>• Key stakeholders within Te Wānanga o Aotearoa</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Iwi/Hapū</li> <li>• External Stakeholders (Contractors and Suppliers)</li> <li>• Partner Organisations</li> <li>• Relevant external agencies and providers</li> </ul>
<b>purpose</b>	<b>Pūtake Tūranga - Role</b> Purpose	Support the advancement and integrity of Te Reo Māori and Tikanga Māori within Te Wānanga o Aotearoa through development and delivery of initiatives which foster and uphold Māori values and philosophies

Key Performance Indicators	Success Factors
<b>Cultural Capability</b>	
<ul style="list-style-type: none"> <li>Develop and implement self-managed learning tools including digital training and literacy to support leaders and kaimahi cultural competency and intelligence</li> <li>Ensure cultural and workplace practices are reflective of Ngā Uara and embedded across workplace people, policies, and procedures</li> <li>Support and deliver cultural capability strategic initiatives and developmental opportunities and experiences to increase cultural capability and capacity</li> <li>Support the design of mentoring networks for Te Reo Māori, Āhuatanga Māori and Tikanga Māori within workplace settings</li> </ul>	<ul style="list-style-type: none"> <li>Kaimahi are engaged in self-managed cultural capability development</li> <li>Kaimahi experience data shows high confidence in the application of Ngā Uara within their working experiences</li> <li>Kaimahi are engaged at targeted rates with development initiatives, increase in capability is evidenced</li> <li>Networks are established and contribution to development of confidence and competence can be demonstrated</li> </ul>
<b>Leadership and Support</b>	
<ul style="list-style-type: none"> <li>Leadership and support</li> <li>Subject matter expert providing advice to Kiriwhanake Business Partners, Kiriwhanake Leads and Te Wānanga o Aotearoa management</li> <li>Support leadership to develop a high performance culture that is aligned to Kaupapa Māori and Te Wananga o Aotearoa values</li> <li>Coach, advise and support leaders to self support cultural responsibilities and duties using tikanga Māori and Te Wānanga o Aotearoa values</li> </ul>	<ul style="list-style-type: none"> <li>Leaders operate with an understanding of alignment of practice and decision making with relevant tikanga Māori/cultural consideration</li> <li>Kaimahi experience data shows high levels of satisfaction in working experience and the cultural framework/landscape of Te Wānanga o Aotearoa</li> <li>Leaders grow independence in facilitating culturally grounded/derived actions/activities</li> </ul>
<b>Kaimahi Experience</b>	
<ul style="list-style-type: none"> <li>Deliver, evaluate and maintain an appropriate employee induction programme which grounds new kaimahi in the values and ways of Te Wānanga o Aotearoa (Te Whāriki)</li> </ul>	<ul style="list-style-type: none"> <li>High levels of satisfaction of new kaimahi in the induction experience</li> <li>Improved confidence in engaging with Te Kaupapa Matua evidenced with new kaimahi</li> </ul>
<b>Health and Safety</b>	
<ul style="list-style-type: none"> <li>Comply with all health, safety and wellness policy and procedures</li> <li>Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>Perform any manual duties in a safe and responsible manner</li> <li>Report faults in accordance with policy</li> <li>Process risk management forms and health and safety issues accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Health, safety and wellness policies and procedures are adhered to and complied with</li> <li>Risk minimisation assessment is completed and any identified mitigation action taken</li> <li>Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures</li> <li>Faults are reported immediately to relevant personnel</li> <li>Forms are completed that accurately reflect risks and health and safety issues.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Requests by the employer are undertaken</li> <li>Professional development is undertaken as agreed</li> <li>Hui are attended as required</li> </ul>

- Undertake professional development as identified
- Attend hui kaimahi as requested
- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles
- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

*The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.*

*The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the employee's manager on an annual basis at performance review.*

## Person Specification

### Qualifications and Experience

#### Qualifications:

- Bachelor Degree in Mātauranga Māori or appropriate community endorsement of standing in Māori customs and language.
- Full NZ drivers licence (Clean – Class 1)

#### Experience:

- 5+ years' experience working in a bi-lingual education environment
- Experience working in a multi-cultural environment

#### Āhuatanga Māori:

- Knowledgeable in Te Ao Māori (Māori World) and is seen as a leader for Āhuatanga Māori (values, culture and tikanga)
- Te Reo Māori - Sufficient proficiency to develop advance proficiency of target audience and provide guidance and leadership in this area
- Ngā Uara - Provides guidance and leadership for Te Wānanga o Aotearoa values

### Technical Skills

*Are the specialised skills and abilities required for a particular role*

- Excellent relationship management skills
- Excellent written and oral communication skills in English and Te Reo Māori
- Knowledge of Te Reo Māori dialectal differences
- Recognition of differences in tikanga between iwi and hapū
- Intermediate user knowledge of Microsoft Office Suite
- Intermediate level of technology proficiency

### Behavioural Skills and Attributes

*Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles*

#### Approachability

Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.

#### Compassion

Genuinely interested in lives of people, their plans, problems and desires; knows about their concerns and questions; listens to personal problems; monitors workloads; and appreciates extra effort.

#### Dependability

Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.

**Developing Others**

Fosters the long-term learning or development of others.

**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.

**Reflects on Difficulties**

'Works through' the personal experience of having contributed to an unsuccessful outcome.

**Relationship Management**

Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.

**Time Management**

Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.

