

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

<b>Tūranga / Position:</b>	<b>Principal Advisor – Wānanga Futures</b>	
<b>Uepū / Wāhanga / Department:</b>	Strategy and Transformation	
<b>Takiwā / Rohe / District:</b>	Te Puna Manaaki	
<b>Wāhi Mahi / Location:</b>	As per letter of offer	
<b>Reports to:</b>	Pouwhakahaere – Strategy and Transformation	
<b>Whakatau ki / Direct reports:</b>	0	
<b>Indirect Reports:</b>	0	
<b>Māka Pūtea / Salary Grade:</b>	12	
<b>Wā Roanga / Tenure:</b>	As per letter of offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Te Kura Toroa</li> <li>• Ngā Pouwhakahaere</li> <li>• Te Mana Whakahaere</li> <li>• Governance committees</li> <li>• TPT Office dedicated and support kaimahi</li> <li>• Paemanu</li> <li>• Kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• Consultants</li> <li>• External Stakeholders (Contractors and Suppliers)</li> <li>• Taura, iwi, hapū and whānau</li> <li>• Relevant external agencies and providers (TEC, MoE, NZQA)</li> </ul>

### **Pūtake Tūranga / Role Purpose**

The primary purpose of the Principal Advisor - Wānanga Futures, is to leads the strategic direction and implementation of future-focused learning, innovation, and emerging technologies at Te Wānanga o Aotearoa. This pivotal role drives the realisation of Te Pae Tawhiti 2030 through thought leadership, exploration and adoption of transformative tools and practices such as Artificial Intelligence (AI), Extended Reality (XR/VR/AR), immersive learning, and intelligent automation.

The role also provides leadership over the ethical governance and adoption of emerging technology

across the organisation ensuring that technology, education innovation, and broader social, economic, environmental and cultural trends are understood and acted on in ways that advance the aspirations of iwi, hapū, whanau and is culturally aligned, safe, and transformative.

The Principal Advisor – Wānanga Futures ensures that Te Wānanga o Aotearoa (TWOA) remains at the forefront of tertiary innovation, advancing kaupapa Māori learning experiences and organisational capability through transparent, inclusive, and future-ready strategies.

Key Responsibilities	Deliverables / Accountabilities
<p><b>Role Specific Requirements</b></p>	<p><b>Future of Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>- Lead the development of a strategic roadmap for the future of learning at Te Wānanga o Aotearoa.</li> <li>- Lead the strategic foresight for TWOA, bringing together insights on technology, education, and indigenous development.</li> <li>- Stress-test major initiatives (e.g. new programmes, campus developments, international education, flexible learning models) against alternative futures and potential shocks.</li> <li>- Collaborate with education leaders, researchers and innovators to embed immersive, digital and data-informed practices into teaching and learning.</li> <li>- Evaluate emerging pedagogies, digital learning models and tools that enhance learner engagement, outcomes and inclusion.</li> <li>- Provide thought leadership on indigenous innovation and culturally responsive approaches to education technology.</li> </ul> <p><b>Innovation and Emerging Technologies</b></p> <ul style="list-style-type: none"> <li>- Establish and maintain an AI ethics and governance framework to ensure responsible, transparent, and kaupapa-aligned use of AI and emerging technologies across the TWOA.</li> <li>- Conduct regular readiness assessments and audits to evaluate organisational preparedness and capability for adopting emerging technologies.</li> <li>- Monitor technological advancements, regulatory developments, and best practices to keep TWOA strategy current, ethical and responsive.</li> <li>- Identify and manage risks associated with the adoption of immersive and AI-enabled tools, particularly in relation to cultural integrity, learner trust, and kaupapa Māori values.</li> <li>- Lead cross-functional innovation groups that bring together educational, technological, legal, and policy perspectives to</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p>inform strategic adoption.</p> <ul style="list-style-type: none"> <li>- Evaluate tools, platforms and vendors for alignment with TWoA principles, values, and standards.</li> <li>- Champion Te Pae Tawhiti vision for innovation, ensuring all initiatives align with te Kaupapa Matua o Te Wānanga o Aotearoa.</li> <li>- Identify, assess and pilot technologies that can transform education and operations (e.g. AI, XR, VR, simulations, intelligent platforms).</li> <li>- Oversee horizon scanning to inform organisational priorities and readiness for new technologies.</li> <li>- Lead organisational experimentation and innovation initiatives that align with Te Pae Tawhiti.</li> <li>- Ensure ethical and kaupapa-aligned exploration and use of innovation tools.</li> </ul> <p><b>Ethics, Risk &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>- Lead organisation-wide engagement on AI and emerging technology safety, focusing on transparency, bias mitigation, cultural integrity, and regulatory compliance.</li> <li>- Establish and maintain a TWoA-wide risk register for emerging technologies, and report regularly to governance forums.</li> </ul> <p><b>Strategy and Influence</b></p> <ul style="list-style-type: none"> <li>- Lead the Future Thinking and Innovation Workstream of Te Pae Tawhiti 2030.</li> <li>- Act as an ambassador for TWoA in national and international innovation networks.</li> <li>- Advise Ngā Pouwhakahaere and senior leaders on future trends, risks, and opportunities.</li> <li>- Integrate future thinking into strategic documents, investment planning, and policy development.</li> </ul> <p><b>Capability and Culture Building</b></p> <ul style="list-style-type: none"> <li>- Build internal capability across kaimahi and leaders to understand, apply and lead future-focused thinking and tools.</li> <li>- Design and support professional development initiatives focused on innovation, digital fluency, and critical thinking.</li> <li>- Foster a culture of experimentation, adaptation, and strategic</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p>foresight across the organisation.</p> <p><b>Cross-Functional Collaboration and Implementation</b></p> <ul style="list-style-type: none"> <li>- Partner with Taupārongo, Ako Excellence, Transformation Office and Rangahau to deliver on shared future-focused initiatives.</li> <li>- Coordinate pilots and prototypes with internal teams and external providers.</li> <li>- Ensure integration of innovation projects with business planning and quality assurance mechanisms.</li> </ul>
<p><b>Driving for Business Performance:</b></p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p>	<ul style="list-style-type: none"> <li>- Accountable for regional, or national service performance, compliance, and workforce development.</li> <li>- Contribute to leadership groups.</li> <li>- Support growth of other leaders.</li> <li>- Coach and grow leadership in others.</li> <li>- Shape a culture of excellence, learning, and whanaungatanga.</li> </ul>
<p><b>Collective Leadership:</b></p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>	<ul style="list-style-type: none"> <li>- Lead cross-functional projects.</li> <li>- Actively contribute to collective Uepū leadership by supporting consistent governance, integrated planning, compliance alignment, and strategic delivery across all wāhanga.</li> <li>- Promote coherent, organisation-wide messaging and alignment across future-focused initiatives to strengthen enterprise coherence and transformation.</li> <li>- Identify interdependencies and ensure teams align effectively.</li> <li>- Oversee key initiatives involving multiple teams (e.g., programme revision, stakeholder engagement).</li> </ul>
<p><b>Problem Solving Requirements including but not limited to:</b></p> <p>Decision-Making Authority &amp; Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> <li>- Regional-level authority over planning and resource allocation.</li> <li>- Keep upline informed of complex, strategic or people-related issues.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<p><b>Authorities including but not limited to:</b></p> <p>Budget Accountability &amp; Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p>	<ul style="list-style-type: none"> <li>- Demonstrating Kaitiakitanga through responsible cost awareness and actions, including delegated budget responsibilities.</li> <li>- Acting according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters.</li> </ul>
<p><b>Kaupapa Matua</b></p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.</p>	<ul style="list-style-type: none"> <li>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Actions of Leaders are aligned with Te Wānanga o Aotearoa.</li> <li>- Hold others accountable for applying Ngā Uara in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.</li> </ul>
<p><b>Communications and Relationship Management</b></p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> <li>- Regional collaboration with providers, and cross-sector stakeholders.</li> <li>- Relationships with key decision makers and opinion leaders is positive and constructive.</li> </ul>
<p><b>Information Management</b></p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> <li>- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.</li> </ul>
<p><b>Health and Safety</b></p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.</p>	<ul style="list-style-type: none"> <li>- Report and encourage the reporting of potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures.</li> <li>- Lead with empathy.</li> <li>- Support kaimahi practice that enhance wellbeing.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
<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>
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

### Person specification

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Postgraduate qualification in innovation, education technology, digital transformation, or related discipline.</li> <li>- Postgraduate or executive-level qualification is desirable.</li> <li>- Full NZ Drivers Licence (Class 1).</li> </ul>
<b>Essential Experience and Skills:</b>	<ul style="list-style-type: none"> <li>- At least 10 years' experience in future-focused education, digital strategy, or organisational innovation.</li> <li>- Demonstrated leadership in implementing immersive or emerging technologies in an education or kaupapa Māori context.</li> <li>- Strong networks across innovation ecosystems, tertiary education, or technology sectors</li> <li>- Demonstrates bold, creative thinking with the ability to turn future vision into practical strategy.</li> <li>- Leads organisation-wide transformation and change initiatives.</li> <li>- Deep understanding of emerging technologies and their application across education, business systems, and organisational strategy.</li> <li>- Demonstrates leadership in AI and immersive technology governance, risk assessment, and readiness planning.</li> <li>- Advocates for ethical and responsible innovation that enhances equity, inclusion, and cultural alignment.</li> <li>- Advocates for innovation that enhances equity, inclusion, and cultural alignment</li> <li>- Synthesises global, industry, and policy trends into actionable insights that shape strategy.</li> <li>- Applies design thinking, foresight, systems thinking and AI-readiness methodologies to strategic analysis and planning.</li> </ul>

	<ul style="list-style-type: none"> <li>- Applies design thinking, foresight and systems approaches to planning and analysis</li> <li>- Leads with evidence and integrity, using data, insights and impact stories to drive high-quality decision-making.</li> <li>- Champions transparency and compliance in reporting to TEC, MoE, Te Mana Whakahaere and internal governance bodies.</li> <li>- Connects organisational strategy to outcomes through robust performance frameworks</li> <li>- Inspires and supports high-performing teams through clear expectations, development pathways, and a learning-focused culture.</li> <li>- Provides calm and confident leadership in dynamic environments, balancing short-term responsiveness with long-term positioning.</li> <li>- Builds cross-functional alignment by fostering clarity, purpose and collaboration across strategic workstreams</li> <li>- Synthesises complex information into actionable strategic direction.</li> <li>- Applies systems thinking to environmental, economic and educational insights.</li> <li>- Balances data with values in making informed, context-sensitive decisions</li> <li>- Acts with transparency, humility and integrity in all engagements.</li> <li>- Role models ethical behaviour and expects the same of others.</li> <li>- Thrives in dynamic, fast-paced environments, with the ability to pivot and adapt to changing priorities.</li> <li>- Demonstrates emotional intelligence and empathy when leading through uncertainty and resistance.</li> <li>- Builds trust through empathy, fairness and emotional maturity, even in challenging environments.</li> </ul>
<p><b>Āhuatanga Māori</b></p>	<ul style="list-style-type: none"> <li>- Ability to use basic Te Reo Māori and willing to increase capability in Te Reo and āhurutanga Māori.</li> <li>- Ensures an environment where self and team participate in cultural activities, such as pōwhiri/karakia/Te Whariki.</li> <li>- Te kaupapa Mātua is understood and applied to mahi and</li> </ul>

	relationships.
<b>Essential Attributes:</b>	<p><b>Governance Awareness &amp; System Leadership</b></p> <ul style="list-style-type: none"> <li>- Engages with governance stakeholders.</li> <li>- Prepares reports and briefings.</li> </ul> <p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Applies insights (e.g., pricing strategy, workforce gaps) to inform operational plans and guide operational decisions.</li> <li>- Promotes integrated thinking across services.</li> <li>- Collaborates with other uepū and/or wāhanga to ensure decisions reflect tauira, kaiako, kaimahi and community needs.</li> </ul> <p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"> <li>- Understands the importance of budgets and is able to apply to their area of responsibility or oversees budgets.</li> </ul> <p><b>Communication, Motivational and Empowerment Skills</b></p> <ul style="list-style-type: none"> <li>- Uses storytelling and examples to create connection, translate vision into action and adapt to organisation purpose and direction.</li> </ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"> <li>- Implements systems and analytics for planning.</li> </ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"> <li>- Applies data to improve team performance.</li> </ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>- Applies innovation frameworks.</li> <li>- Embeds ongoing improvement or mātauranga-driven change.</li> </ul>