

## POSITION DESCRIPTION

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| <b>Position:</b>             | <b>Pouhere Kaupapa Māori</b>     |   |                            |       |
| <b>Reporting to:</b>         | Chief Executive   Pou whakahaere |   |                            |       |
| <b>Location:</b>             | National Office – Wellington     |   |                            |       |
| <b>Staff responsibility:</b> | Number of direct reports         | 3 | Number of indirect reports | 11-13 |
| <b>Last updated:</b>         | April 2025                       |   |                            |       |

## OUR STORY – TĀ MĀTOU KŌRERO

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

### Our Purpose – Tō tātou kaupapa

To inspire, empower and educate teachers and learners, embracing cultures and languages to ensure every child’s potential is ignited.

Kia whakahihiko, kia whakamana, kia hoatu rā te mātauranga me te āheinga ki ngā kaiako me ngā tauira e pōwhiritia ana ngā ahurea, ngā reo rangatira o te ao, kia tutūngia e rātou te pito mata kei ia tamaiti.

### Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, research, promotion, and delivery of world class teacher education for tamariki, whānau, kaiako, ECE services and schools. We respond by being connected, contributing and agile to ensure successful learning happens together.

*He rōpū tikanga-a-rua ā Te Rito Maioha, ko tā mātou e manawanui nei, he whakaako, he rangahau, he whakatuarā, kia tautoko ngā tamariki, ngā whānau, ngā kaiako, me ngā whare kōhungahunga katoa. Kia pai ai tā mātou mahi, ka mau kaha nei ki ngā tūhononga, kia kakama tātou ki te ako ngātahi, kia pūmau ki te angitu.*

### Our guiding beliefs | Ngā arataki whakaponu

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family|whānau and community life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education have access to high-quality teacher| kaiako education, advice, information, resources, to aide their decision-making that affects their profession, children|tamariki and families|whānau.
- That teacher education is focused on cultivating reflective practitioners. Teachers should be well-versed in content knowledge and pedagogical strategies and continuously reflect on their experiences, adapt their practices, and engage in lifelong learning.
- Our education programmes empower kaiako and educators to meet the diverse needs of their children|tamariki and contribute positively to their communities.

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### **Our Values – Ngā uara**

- Making a difference – Te puāwaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea e mātou te hāpai ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

### **About us | Ko mātou**

Te Rito Maioha is an Incorporated Society of members committed to high quality early education for every child. Established in 1963, we are an influential leader in shaping today's early childhood sector through advocacy, policy, and delivering tertiary education qualifications and professional development programmes for current and future early childhood and primary education teachers.

Our bicultural kaupapa, te reo Māori me ōna tikanga, is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace students' whānau and communities across our programmes.

Through our membership we advocate for early childhood education services and the kaiako who provide education to thousands of infants, toddlers, tamariki and young people. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services and teachers.

Te Rito Maioha is a registered Private Training Establishment (PTE) with the highest rating for a tertiary provider in Aotearoa New Zealand. We are accredited and approved by the New Zealand Qualifications Authority (NZQA) to deliver a range of early childhood and primary school undergraduate, graduate, and postgraduate qualifications (levels 5-9), including specialist kaiako education, both nationally and internationally.

The organisation has delivered teacher education since 1980 and is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Wellington and our teaching staff are employed at 11 regional education centres | takiwā ako throughout Aotearoa New Zealand.

**We are committed to achieving high-quality teaching and learning by:**

- Increasing teachers' |kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage.
- Providing access to blended delivery through online and face-to-face, with practical real-life exposure and experiences through undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications.
- Promoting quality teaching and leadership through ongoing professional learning and development programmes.
- Providing advocacy and a range of unique resources and services to our early childhood education members.
- Collaborating with New Zealand and international partnerships to strengthen research and teacher education.

**PURPOSE OF THE POSITION**

The purpose of the Pouhere Kaupapa Māori (PKM) is to be a trusted principal advisor to the Chief Executive and Senior Leadership Team.

The PKM will provide specialist advice and lead the development of Māori and Pasifika strategies to meet stakeholder requirements and help manage the successful implementation of both strategies.

**Key aspects of the position are:**

- Ensuring the organisation upholds its bicultural integrity by embedding a strong te ao Māori and cultural voice across all aspects of our mahi. This commitment sits at the heart of this role, guiding us to be responsive to the needs of Māori and Pasifika tauira, members and other stakeholders.
- Provide leadership, oversight and advice in the strategic and operational performance of our bicultural kaupapa.
- Play a key role in the design and delivery of our mahi across the organisation through a bicultural lens.
- Contributing to the development and delivery of academic and professional development programmes that strengthen sector knowledge and capability in te ao Māori.
- Leading and championing the Māori and Pasifika matāpono, ensuring staff are aware of appropriate cultural behaviours.
- Supporting the development of skills for kaimahi of Te Rito Maioha in te reo Māori me ōna tikanga
- Embedding and committing to Our Treaty of Waitangi Statement | Tō Tātou Oati mō Te Tiriti o Waitangi and Our values | Ngā uara which is equitable, free from bias, discrimination, and racism.
- Contributing as an effective member of the Senior Leadership Team (SLT).

**ACCOUNTABILITIES (includes but is not limited to):**

| Key Accountabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Key Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>Tō tātou oati mō te Tiriti o Waitangi   Our Treaty of Waitangi Statement</b></p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi</p> <p><i>E matua whakapono ana tenei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i></p> <p>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction</p> <p><i>Kei te nuku whakamua tō tātou hikoitanga ā rua i runga i te wana, i te ngākau māhaki, me te totika</i></p> <p>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community</p> <p><i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga</i></p> <p>We honour the history</p> <p><i>Ka whakanuia te hītori</i></p> <p>We honour the diverse skills and knowledge required to sustain this partnership</p> <p><i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi</i></p> | <ul style="list-style-type: none"> <li>Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations.</li> <li>Is actively involved in bicultural activity either through teaching and learning or professional development.</li> <li>Staff and tauira are confident in using te reo Māori every day.</li> <li>Tuakana, teina relationships are role modelled.</li> <li>Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme.</li> <li>Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality.</li> </ul> | <ul style="list-style-type: none"> <li>We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, tauira and visitors.</li> <li>We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership.</li> <li>Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua   Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.</li> </ul> |

| Key Accountabilities                             | Key Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Cultural leadership, awareness and advice</b> | <ul style="list-style-type: none"> <li>• Work with SLT to develop strategies and plans to achieve the organisation's bicultural obligations and aspirations.</li> <li>• Provide advice and guidance to senior managers and staff on bicultural strategy</li> <li>• Support SLT to identify and implement strategies that build the bicultural capability and commitment of staff.</li> <li>• Lead the implementation of Te Rito Maioha's bicultural and Pasifika engagement strategies, working with senior management and staff to ensure the mahi is reflected across key work streams.</li> <li>• Monitor and evaluate the effectiveness of the bicultural strategies and provide quarterly reports on progress against annual plans and operational targets.</li> <li>• Leads the annual Bicultural Awards process culminating in the awards evening at staff conference. When requested, source Māori and Pasifika guest speakers, ensuring tikanga is maintained.</li> <li>• Develop and implement a strategy to increase the engagement with and participation of Māori and Pasifika taurira.</li> <li>• Actively liaise with Māori and Pasifika networks to promote awareness and increase participation in Te Rito Maioha's programmes.</li> <li>• Provide advice and guidance to other business areas to ensure resources meet the needs of end users.</li> <li>• Peer review, with Kaitiaki Ahurea Māori and Kaituitui, and support the development of marketing materials, curriculum materials, organisation collateral and communications across the organisation to ensure translations are accurate in reflecting Te Rito Maioha's bicultural commitments when required.</li> <li>• Provide advice and support for the development and implementation of policies and procedures to ensure they meet our bicultural commitments.</li> <li>• Lead the annual Pouako hui.</li> <li>• Lead and implement bicultural activities such as kapa haka, wero, te wiki o te reo, matatini etc.</li> </ul> |
| <b>Strategic Business Planning</b>               | <ul style="list-style-type: none"> <li>• Contribute to the development of Te Rito Maioha's strategy and annual business plan and provides regular reports to the CE and SLT on the tracking of progress and management of risk.</li> <li>• Leads the development of Te Kōkiri Tikanga Rua   Bicultural Strategy and ensure outcomes are met.</li> <li>• Works with the Lead Advisor Pasifika Relations   Kaitohutohu Matua Pasifika in supporting the developing the Te Moana nui a Kiwa Pasifika Strategy and ensure outcomes are met.</li> <li>• Develop an annual plan for own delegated business area aligned to overall organisational annual plan.</li> <li>• Undertake monitoring and reporting on KPIs and activities for dashboard reporting and other reports to CE and Council.</li> <li>• Research and develop business cases for agreed opportunities to expand Te Rito Maioha's products and services that potentially lead to revenue streams.</li> </ul> <p>Contribute to the development of Te Rito Maioha's Tertiary Education Commission (TEC) Investment Plan, including setting targets for Effective Full Time Student (EFTS) and tertiary performance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Organisational Leadership</b>                 | <ul style="list-style-type: none"> <li>• Behaves ethically and understands the requirements of working as a senior leader in upholding integrity, trust and keeps confidences.</li> <li>• Guide, advise and ensure our bicultural commitments are embedded and delivered across everything we do in the organisation.</li> <li>• Ensure Te Rito Maioha's investment plan is incorporated in the day-to-day planning and activities, monitored, reviewed and reported accordingly for this role.</li> <li>• Support and contribute to HR policies and processes including preparations for Collective Employment Agreement negotiations.</li> <li>• Support HR when dealing with culturally sensitive disputes pertaining to staff performance.</li> <li>• Ensure all interview processes maintain tikanga practices and processes; mihimihi, whakatau, induction into Te Rito Maioha.</li> <li>• Role model and contribute to positive leadership across the organisation.</li> <li>• Ensure collaboration and kotahitanga is an integral part of all our value creating activities – ONE Te Rito Maioha.</li> <li>• Ensure customer service is paramount in everything we do, learner centric and member centric.</li> <li>• Oversee agreed and assigned projects ensuring project plans, resourcing, monitoring, and reporting are included, and that all projects have clear financial viability (profit and loss) and risk analysis.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                                      | <ul style="list-style-type: none"> <li>• Lead identified and agreed projects utilising sound project management methodologies.</li> <li>• Projects are monitored and regularly reported on at SLT or Council as required and ensure projects are on time and to budget.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Academic Leadership</b>                           | <p><b>Through our bicultural lens:</b></p> <ul style="list-style-type: none"> <li>• Support Kaitiaki Ahurea Māori to ensure seamless quality tauira experiences from first point of contact through to successful completion of their study</li> <li>• Support the integrity of our bicultural commitments that are embedded across programmes, services, and all improvements.</li> <li>• Contribute to the development of the organisation's overall academic plan</li> <li>• Contribute to programme delivery, monitoring and reporting to the Academic Management committee, when requested.</li> <li>• Contribute to the review of academic policies to ensure that these are robust, fit for purpose.</li> <li>• Contribute to the development and review the organisation's tertiary programmes portfolio that meets the needs of the ECE and Primary sectors and make recommendations for new qualifications / programmes.</li> <li>• Provide advice regarding the competencies and skills required of academic staff, contributing to their ongoing professional development, te reo Māori me ōna tikanga and Pasifika knowing, being and doing.</li> <li>• Support the organisation in AI tikanga relating to Māori Data Sovereignty.</li> <li>• Member of the Academic Management Committee, Research and Ethics, Contestable Funding, where required.</li> <li>• Responsible to meet regularly with Pouako and organise regular hui.</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>Research</b>                                      | <ul style="list-style-type: none"> <li>• Be research active.</li> <li>• Work with the Research team to support individuals or groups in research activities providing and maintaining a te ao Māori lens throughout.</li> <li>• Provide cultural expertise and a bicultural lens on Te Rito Maioha research proposals.</li> <li>• Ensure all Te Rito Maioha research complies with Kaupapa Māori and Pasifika research guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Staff leadership and management</b>               | <ul style="list-style-type: none"> <li>• Increase own and direct reports' knowledge of Te Tiriti o Waitangi and New Zealand's dual cultural heritage through professional development, coaching and support.</li> <li>• Meet regularly with direct reports.</li> <li>• Coach and mentor the Pouako team.</li> <li>• Promote a performance management culture which results in attraction, retention and development of high-quality staff in your teams.</li> <li>• Ensure and support the recruitment of the right people in the right roles with the right skills in designated business areas.</li> <li>• Support new staff through induction, coaching and mentoring.</li> <li>• Develop Performance Agreements and Development Plans for delegated business area, including team and individual KPIs linked to organisational annual plan and strategy.</li> <li>• Conduct appraisals in a timely manner with direct reports, set clear objectives and develop capability through effective coaching and feedback.</li> <li>• Identify areas for development with staff and implement appropriate strategies to manage staff performance and proactively deal in a timely manner any poor performance issues within policy and procedures.</li> <li>• Role model in developing and maintaining strong relationships across the organisation.</li> <li>• Communicate effectively and regularly on organisational decisions and direction.</li> <li>• Manage fair and transparent allocation of work across the business area.</li> <li>• Proactively facilitate open and honest discussion and healthy conflict resolution</li> <li>• Conduct staff investigations where required with HR.</li> <li>• Ensure teams are aware of data and information privacy requirements.</li> </ul> |
| <b>Key Accountabilities</b>                          | <b>Key Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>International markets and partnerships</b>        | <ul style="list-style-type: none"> <li>• Lead and/or support various agreed/approved international initiatives, which includes events, conferences and study tours.</li> <li>• Lead and support initiatives relating to indigenous culture, language and identity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>External Engagement / Relationship Management</b> | <ul style="list-style-type: none"> <li>• Build relationships with external stakeholders including ECE services, schools, kaumātua and kuia, iwi, government agencies to identify opportunities for Te Rito Maioha's to partner in initiatives supporting kaupapa Māori and help overcome the challenges of attracting and retaining these people into Te Rito Maioha, ECE sector and schools.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                                               | <ul style="list-style-type: none"> <li>• Build and maintain effective Māori, Pasifika and other relationships with key external suppliers, organisations, agencies, individuals and members in order to promote Te Rito Maioha's objectives and achievements.</li> <li>• Build and maintain strong relationships with Council, SLT and other internal stakeholders.</li> <li>• Chair or participate in committees/advisory groups both internally and externally, where required.</li> <li>• Providing advice to and representation on key committees, about ways to support and integrate kaupapa Māori across programmes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Quality, Policy, Procedures and Continuous Improvement</b> | <ul style="list-style-type: none"> <li>• Lead and ensure the integrity of our bicultural commitments are embedded across programmes, services, and all improvements etc.</li> <li>• Develop and review delegated business areas required policies and procedures to ensure they are fit for purpose, always current and are legislatively compliant relating to Te Rito Maioha activities.</li> <li>• Ensure staff are fully aware of their obligations and provide training, where required, information and advice on policies, processes and procedures, risk and mitigation thereof.</li> <li>• Ensure all policies, processes and procedures are current and updated when required.</li> <li>• Take self-responsibility to adhere to all Te Rito Maioha's policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to Te Rito Maioha.</li> <li>• Actively seek to improve ways of working effectively and efficiently that makes a difference to our taura, members and stakeholders.</li> <li>• Embed a culture of continuous improvement and record activities of continuous improvement.</li> <li>• Contribute to the External Evaluation and Review (EER) requirements as set by NZQA and other academic audits and reviews.</li> </ul> |
| <b>Organisational Responsibilities</b>                        | <ul style="list-style-type: none"> <li>• Policies, processes, guidelines and practices are always adhered to and contribute to the wider organisation performance.</li> <li>• One Te Rito Maioha, he waka eke noa approach to collaboration and problem solving is undertaken.</li> <li>• Results achieved as identified in the annual plan each year.</li> <li>• Input into team is valued, on point and timely.</li> <li>• Process and business improvements are realised and implemented.</li> <li>• All required documentation is completed and updated accurately, on time and in full.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Reporting</b>                                              | <ul style="list-style-type: none"> <li>• Develop, implement, and maintain identified and agreed dashboard reporting for your business area.</li> <li>• Provide robust reporting to CE Reports for Council.</li> <li>• Contribute to TEC, NZQA, Teaching Council and other government agencies in meeting compliance requirements.</li> <li>• Ensure reporting presents key information to make informed decisions and performance is monitored and measured against organisational KPIs.</li> <li>• Monitor, evaluate and report on analysed results against annual plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Administration</b>                                         | <ul style="list-style-type: none"> <li>• Complete annual plans, budgets and performance reviews as per the annual calendar / timetable.</li> <li>• Identify risk; input and maintain your aspects of the operational risk register.</li> <li>• Manage resources within delegated budget, policy and procedures.</li> <li>• Complete all own administrative requirements in a timely manner.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Health, Safety and Wellbeing</b>                           | <ul style="list-style-type: none"> <li>• Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies.</li> <li>• Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner.</li> <li>• Maintain knowledge of health and safety procedures and actively support safe work practices in your area of responsibility.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Our Values and Behaviours</b>                              | <ul style="list-style-type: none"> <li>• Act with unity and purpose, supporting each other to achieve our vision.</li> <li>• Adhere to Te Rito Maioha values and behaviours framework<br/>  Tō Tātou Oati Pūmanawa Tangata.</li> <li>• Demonstrate our values and behaviours in everything you do with everyone you interact with every day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## **LIMITATIONS ON AUTHORITIES**

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations' policy.

## **WORKING RELATIONSHIPS**

- Maintains close liaison with internal stakeholders:
  - SLT, SMG, Pouako, Academic Leaders, Programme and Course Leaders, Curriculum Advisors, Learning Design and Delivery Support team, Workforce and Business Development team, Human Resources
- Maintains close liaison with government agencies and external sector stakeholders:
  - Māori Ministers/ party and their officials
  - Key government agencies
  - Iwi, kaumatua and kuia
  - Relevant Māori organisations
  - Māori immersion centres, kōhanga reo, Kura kaupapa, Whare kura
  - NZQA, Teaching Council of NZ, external moderators and monitors
- Expected to keep Senior Leadership Team and the Chief Executive informed on a 'no surprises' basis.

## **PERSON SPECIFICATION**

The person specification defines the qualifications, skills and experiences required to undertake the job effectively.

| <b>Essential Qualifications, Skills and Experience</b>                                                                                                                                            |
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| • Holds a PhD, preferably in Education, Te ao Māori or related field                                                                                                                              |
| • Worked in tertiary education, ECE or Primary.                                                                                                                                                   |
| • Fluency in te reo Māori and a sound knowledge of Te Ao Māori me ōna tikanga                                                                                                                     |
| • Strong experience and demonstrable skills in providing cultural advice and support                                                                                                              |
| • Experience in successfully providing cultural leadership in an educational environment                                                                                                          |
| • Confident communication skills and experience in presenting to groups from all cultures                                                                                                         |
| • Excellent relationships skills and the ability to lead through influence                                                                                                                        |
| • A strategic mind set with the ability to turn strategy into plans that are achievable                                                                                                           |
| • Proven experience in leading and mentoring others                                                                                                                                               |
| • Experience in influencing and working effectively with key stakeholders for Māori, as well as with a wide range of cultures, including Pasifika, both internal and external to the organisation |
| • Ability to identify and mitigate risk                                                                                                                                                           |
| • A strategic mind set with the ability to turn strategy into plans that are achievable                                                                                                           |
| • Ability to develop strong and effective working relationships                                                                                                                                   |
| • Ability to manage multiple priorities simultaneously                                                                                                                                            |
| • Ability to respect and maintain confidentiality                                                                                                                                                 |
| • Ability to work in a collaborative and consultative manner                                                                                                                                      |
| • Ability to work to deadlines and under pressure                                                                                                                                                 |
| • Attention to detail                                                                                                                                                                             |
| • Demonstrates initiative and ability to work with minimum supervision                                                                                                                            |
| • Effective communication and interpersonal skills                                                                                                                                                |
| • Excellent written and numerical skills                                                                                                                                                          |
| • Innovative with the ability to think outside the square                                                                                                                                         |
| • Logical and practical                                                                                                                                                                           |
| • Results focused with a desire to produce high quality work and outstanding service to key stakeholders                                                                                          |

| Essential Qualifications, Skills and Experience                                                                                                                                                                                                                                                                                              |
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| <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Sound computer skills and proficiency in the Microsoft Office suite</li> <li>• Strong problem-solving skills with good judgement</li> <li>• Time management and organisational skills</li> <li>• Ability to travel, to fulfil the requirements of the position</li> </ul> |

For this position the **behavioural competencies** have been defined as being:

| Key Competencies               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Leadership</b>              | <ul style="list-style-type: none"> <li>• Models' exemplary management and leadership behaviours</li> <li>• Creates a sense of vision, engages and motivates people to participate and make things happen</li> <li>• Contributes beyond core functional areas to enhance the overall effectiveness of Te Rito Maioha</li> <li>• Ensures consistency of alignment between teams and promotes solutions where there are legitimate differences</li> </ul> |
| <b>Relationship Management</b> | <ul style="list-style-type: none"> <li>• Displays strong interpersonal skills and the ability to relate well to people at all levels, especially with SLT</li> <li>• Proactively builds and maintains constructive working relationships with key internal and external stakeholders</li> <li>• Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes</li> </ul>                                      |
| <b>Communication</b>           | <ul style="list-style-type: none"> <li>• Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs</li> <li>• Written communication has clarity, fluency, impact and conciseness</li> </ul>                                                                                                                                                          |
| <b>Teamwork</b>                | <ul style="list-style-type: none"> <li>• Makes a personal effort to be an active member of a team</li> <li>• Works co-operatively with team members</li> <li>• Informs other team members of relevant information and decisions which may impact on their work</li> </ul>                                                                                                                                                                              |
| <b>Information Management</b>  | <ul style="list-style-type: none"> <li>• Demonstrates a strong eye for detail</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Results Orientation</b>     | <ul style="list-style-type: none"> <li>• Plans and achieves required results without prompting</li> <li>• Takes full responsibility for making things happen within own area of control or where parameters are clearly defined</li> <li>• Uses time and resources effectively</li> </ul>                                                                                                                                                              |
| <b>Work Management</b>         | <ul style="list-style-type: none"> <li>• Works independently and with a high degree of initiative and self-motivation</li> <li>• Effectively prioritises and manages own work</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Service Orientation</b>     | <ul style="list-style-type: none"> <li>• Takes action in response to customer enquiries, requests or complaints</li> <li>• Focuses on continuous improvement of quality service</li> <li>• Builds and maintains good customer relationships and ensures customer satisfaction</li> </ul>                                                                                                                                                               |

| Key Competencies                   | Description                                                                                                                                                                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Development</b>        | <ul style="list-style-type: none"> <li>• Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual</li> <li>• Demonstrates a commitment to the organisations bicultural</li> <li>• Kaupapa</li> </ul> |
| <b>Te reo Māori me ōna tikanga</b> | <ul style="list-style-type: none"> <li>• Takes responsibility to research own whakapapa, pepeha</li> <li>• Actively advocates te ao Māori tikanga practices and protocols</li> </ul>                                                                                                      |

**Change to Position Description**

*From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment—including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*