

POSITION DESCRIPTION

Position:	Research Leader Kaiarataki Rangahau			
Reporting to:	Director Teaching learning and Research Kaitohu Akoranga me Rangahau			
Location:	National Office or at one of our Regional Education Centres Te takiwà ako			
Staff responsibility:	Number of direct reports	1	Number of indirect reports	0
Last updated:	April 2026			

Our Story – Ta 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 teachers | kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

Our Vision – Te pae tāwhiti

Shaping early childhood education so every child thrives and learns.
Ārahina ngO tamarikitanga, kia puawai i roto i to rOtou mOtauranga ako mō ngO ra o mua.

Our Commitment - Te pae tata

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

Ko Te Rito Maioha he rōpū tikanga rua e manawanui ana ko te rōpū kei runga noa atu mō te reo tautoko i ngO tamariki, ngO whOnau, ngO kaiako me ngO whare kohungahunga katoa. Ka tū mOia mOtou i roto i te mahi kakama, te mahi tūhono, me te mahi taunaki kia pumau te angitu o te ako ngOtahi.

Our guiding beliefs | Ngā arataki whakapono

- Every child | tamaiti has the right to high-quality education that complements and supports their and their family's | whānau 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 need access to high-quality teacher | kaiako education, advice, information, resources, to aide their decision-making that affects their profession, their children | tamariki and their families | whānau.

Our Values – Ngā uara

- Making a difference – Te puawaitanga 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 te hāpai i ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

About us | Ko mātou

Te Rito Maioha Early Childhood New Zealand (ECNZ) is an Incorporated Society of members committed to high quality early childhood education for every child. Established in 1963, the organisation is an influential leader in shaping today's early childhood sector through advocacy, policy, tertiary education qualifications and professional development programmes.

We advocate for early childhood education services and the teachers | kaiako who provide education to thousands of infants, toddlers, and children | tamariki. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services.

The organisation 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 Thorndon, Wellington and our teaching staff are employed at 11 locations throughout Aotearoa New Zealand.

In 1990 we changed our name and a new constitution reflected our commitment to more equitable outcomes for all tamariki. A further name change in 2015 and refreshed brand indicates our commitment to strongly champion bicultural understanding and practice, which is evident through the content and design of our programmes, teaching, and learning. The organisation is committed to Te Tiriti o Waitangi as the foundation for its programmes and organisational practices and activities.

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' aiga across our programmes.

Te Rito Maioha is also a registered Private Training Establishment (PTE) with the highest Category One rating for a tertiary provider. We are accredited and approved by New Zealand Qualifications Authority (NZQA) to deliver a range of undergraduate, graduate, and postgraduate qualifications (levels 4-9), including specialist teacher | kaiako education, both nationally and internationally.

Since 1980 Te Rito Maioha has delivered undergraduate programmes. From the mid-2000s we commenced delivery of graduate and postgraduate programmes in early childhood education. In 2021 we launched delivery of an undergraduate initial teacher education qualification for the primary sector.

PURPOSE OF THE POSITION

The purpose of this position is to manage and promote a strong research culture and published outcomes for the organisation through the acquisition of research funding, directing research related to early childhood education, primary education and teacher education, and mentoring and coaching staff undertaking research.

This position will continue to build, maintain and enhance the organisation's prominence as a site of excellent research which informs early childhood education, primary education and teacher education.

Key aspects of the position:

- Providing strategic and operational research planning framework with the Director Teaching and Learning
- Obtain research funding being awarded nationally or internationally
- Form effective research collaborations with other partners
- Ensure academic staff undertake and fulfil their research as required by the organisation
- Coach and mentor academic staff on their research requirements
- Coach and mentor academic staff on scholarly writing
- Manage the Contestable Research and Conference Funding Policy, processes and procedures
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- Oversee the activities and requirements of the Research and Ethics Committee
- Monitor research activities and ensure results based on key performance indicators
- Ensure our research culture and commitments are exemplary
- Engage in own research activities
- Contributing as an effective member of the Senior Management Group (SMG)

accountabilities (includes but is not limited to):

Principal accountabilities	Key result areas
<p>Professional Leadership</p>	<ul style="list-style-type: none"> • Providing strategic and operational research planning framework with the Director Teaching and Learning • Collaborates in the development of the annual plan and provides regular reports to the SLT/SMG. • Develops an annual research plan and undertakes monitoring and reporting on the implementation of the plan, including ensuring captured on each academic staff's performance appraisal (PADP). • Leads the formulation, development and implementation of the Research Strategy for the organisation. • Plays an active role in developing and delivering the organisation's business plan, with a focus on research goals • Manages and monitors budget, effectively tracking performance against budget. • Provide induction, advice and guidance to staff regarding their research requirements • Provide professional development for staff relating to research and scholarly writing • Participate in external and internal research projects and contribute to ECNZ's research strategy • Work in a collaborative and consultative manner with staff and managers, providing clear and consistent information • Actively and professionally contribute to the Senior Management Group. • Participate in academic committees • Identifies and reacts to economic, social, political, legislative, education and demographic trends relevant to research. • Supports the development and implementation of policies and procedures for managing ECNZ's and other parties' copyright and intellectual property.
<p>Research Requirements</p>	<ul style="list-style-type: none"> • Scans the market and identifies potential research Requests for Proposals or grant funding which are relevant to the organisation and its goals and prepare proposals. • Undertakes negotiation of funding bids and works with the Finance department in ensuring funding arrangements are appropriately managed. • Develops and implements systems for monitoring progress of projects against agreed milestones. • Conduct and oversee research projects. • Identifies the need for project teams as appropriate, establishes, monitors and evaluates these throughout the project. • Develops and implements systems for reporting on progress against targets to the wider organisation and other key stakeholders. • Oversee presentation of the organisations research findings at academic conferences and publication in academic journals • Develops and maintains relationships with potential funders.

Principal accountabilities	Key result areas
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Support all aspects of our staff and students research experiences • Contribute to the development and maintenance of effective relationships with key external suppliers, organisations, agencies, individuals and members in order to promote the achievement of ECNZ's objectives • Develops and maintains strong relationships with Research and Ethics Committee and other notable committees • Builds relationships with agreed researchers and practitioners in the tertiary sector, both within New Zealand and overseas. • Build and maintain strong relationships with internal stakeholders
<p>Research capability</p>	<ul style="list-style-type: none"> • Mentors staff undertaking their own or collaborative research projects, providing advice and guidance to develop staff research expertise. • Builds collaborative teams by bringing together staff undertaking research and developing collegial networks.
<p>Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Policies, processes, guidelines and practices are adhered to at all times and contribute to the wider organisation. • One ECNZ approach to collaboration and problem solving. • Results achieved as identified in the annual plan each year. • Input into team is valued, on point and timely. • Process and business improvements are realised and implemented. • All required documentation is completed and updated accurately, on time and in full.

Principal accountabilities	Key result areas
<p>Tō Tātou oati mō te Tiriti o Waitangi Our Treaty of Waitangi Statement</p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tauwiwi</p> <p><i>E matua whakapono ana tenei umanga ki ngO mOtOpono o Te Tiriti o Waitangi me te tū ngOtahi a te tangata whenua me tauwiwi</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 tOtou hīkoi tikangarua i runga i te wana, i te ngOkau mOhaki, me te tōtika</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 tēnei hīkoi</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 ngO pūkenga me te mOtauranga e tika ana kia ū, kia mau ki tēnei tū ngOtahi</i></p>	<ul style="list-style-type: none"> Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations. Is actively involved in bicultural activity either through teaching and learning or professional development. Staff and tauira are confident in using te reo Māori. Tuakana, teina relationships are role modelled. Actively engaged in the He Pātaka Reo programme and completion of all tasks at each of the teaching programme levels.
<p>ECNZ Values / Ngā uarā</p>	<ul style="list-style-type: none"> Staff are able to demonstrate ECNZ Ngā uarā in everything they do and with everyone they interact with every day.
<p>Quality and continuous improvement</p>	<ul style="list-style-type: none"> Internal policies and standards and external standards and codes are consistently followed and completed, meets or exceeds level attributed to the status of this role. Improvements are recorded and documented and filed according to Quality Assurance processes e.g. Self-review log and Annual programme evaluation, etc.

Principal accountabilities	Key result areas
Health and Safety	<ul style="list-style-type: none"> Active and engaged commitment is given to all areas of responsibility as identified in Health, Safety and Wellbeing policies. Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner. Maintain knowledge of health and safety procedures, and actively support safe work practices in your area of responsibility.

LIMITATIONS ON AUTHORITY

- Delegated budget responsibility for designated area
- To work within the policies of ECNZ
- Limited expenditure, without prior approval of CE, subject to delegation policy

WORKING RELATIONSHIPS

- Maintains close liaison with the senior management group, academic/teaching staff and administrative staff, learning design and delivery support team, regional education leaders as well as external stakeholders, including: customers, members, students, agencies of government

PERSON SPECIFICATION

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

Essential Qualifications, Skills and Experience
<ul style="list-style-type: none"> PhD qualified preferably ECE, Primary education and/or initial teacher education
<ul style="list-style-type: none"> Knowledge of academic processes and demonstrated success in academic management within an educational environment
<ul style="list-style-type: none"> <i>Is able to demonstrate experience as a lead researcher who has supervised other researchers</i>
<ul style="list-style-type: none"> Proven experience in qualitative and quantitative research methodologies and analysis
<ul style="list-style-type: none"> Achievement in research, including a strong publication record
<ul style="list-style-type: none"> Experience in postgraduate supervision
<ul style="list-style-type: none"> Proven ability to manage a variety of research activities simultaneously
<ul style="list-style-type: none"> Demonstrated collegial interpersonal skills and clear written and verbal communication
<ul style="list-style-type: none"> Ability to identify and mitigate risk
<ul style="list-style-type: none"> A strategic mind set with the ability to turn strategy into plans that are achievable
<ul style="list-style-type: none"> Experience in project planning and management
<ul style="list-style-type: none"> Business development capabilities with the ability to identify and maximise opportunities
<ul style="list-style-type: none"> Understanding of, and commitment to Te Tiriti o Waitangi
<ul style="list-style-type: none"> Successfully support a bicultural kaupapa
<ul style="list-style-type: none"> Ability to develop strong and effective working relationships
<ul style="list-style-type: none"> Ability to manage multiple priorities simultaneously
<ul style="list-style-type: none"> Ability to respect and maintain confidentiality

Essential Qualifications, Skills and Experience
• 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
• Self-motivated
• Sound computer skills and proficiency in the Microsoft Office suite
• Strong problem-solving skills with good judgement
• Time management and organisational skills
• Ability to travel, as required

Desirable Qualifications, Skills and Experience
• Has experience in utilising Maori, Pasifika or other indigenous research frameworks

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

Key Competencies	Description
Leadership	<ul style="list-style-type: none"> • Models exemplary management and leadership behaviours • Creates a sense of vision, engages and motivates people to participate and make things happen • Contributes beyond core functional areas to enhance the overall effectiveness of ECNZ • Ensures consistency of alignment between teams and promotes solutions where there are legitimate differences
Relationship Management	<ul style="list-style-type: none"> • Displays strong interpersonal skills and the ability to relate well to people at all levels • Proactively builds and maintains constructive working relationships with key internal and external stakeholders • Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes
Communication	<ul style="list-style-type: none"> • Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs • Written communication has clarity, fluency, impact and conciseness
Teamwork	<ul style="list-style-type: none"> • Makes a personal effort to be an active member of a team • Works co-operatively with team members • Informs other team members of relevant information and decisions which may impact on their work
Information Management	<ul style="list-style-type: none"> • Demonstrates a strong eye for detail

Key Competencies	Description
Results Orientation	<ul style="list-style-type: none"> Plans and achieves required results without prompting Takes full responsibility for making things happen within own area of control or where parameters are clearly defined Uses time and resources effectively
Work Management	<ul style="list-style-type: none"> Works independently and with a high degree of initiative and self-motivation Effectively prioritises and manages own work
Service Orientation	<ul style="list-style-type: none"> Takes action in response to customer enquiries, requests or complaints Focuses on continuous improvement of quality service Builds and maintains good customer relationships and ensures customer satisfaction
Personal Development	<ul style="list-style-type: none"> Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual
Te reo Māori me ngā tikanga Māori	<ul style="list-style-type: none"> Takes responsibility to research own whakapapa, pepeha Demonstrates a commitment to the organisations bicultural Kaupapa Actively advocates tikanga Māori practices and protocols

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.