

Kaiāwhina

Kaupapa | Purpose

- To work on the development and delivery of a proactive, holistic and case-based model of support with a focus on equity for Māori and Pacific ākonga
- To utilise a variety of strategies including technology tools to aid in ākonga retention, success and completion initiatives at Wintec | Te Pūkenga
- To centre the ākonga voice in all aspects of decision making
- To uphold the mauri of Te Kōpū Mānia o Kirikiriroa Marae

Reports to:

Team: Wintec | Te Pūkenga

Remuneration: \$61,200 - \$80,300 (Band 4)

Date: August 2024

Ngā mahi | Do

- Māori and Pacific ākonga are proactively supported in ways that are sensitive to their cultural identity
- Mana enhancing experiences are developed and implemented to increase ākonga success, retention rates and programme completion
- Data is collected and analysed to identify the needs for targeted cohorts.
- Intentional support is provided to a specific ākonga caseload as aligned with Wintec | Te Pūkenga's support model

- Support is provided in different ways including, but not limited to, whole class delivery, connecting ākongā to support each other, one-to-one appointments and/or the creation of resources.
- Initiatives that positively impact the educational outcomes of ākongā are identified and delivered at key points of their Wintec | Te Pūkenga journey
- A safe environment where ākongā can share their thoughts, aspirations, concerns and interests is provided
- Relationships are developed so ākongā feel valued, respected and believed in
- New and prospective ākongā, their whānau and support networks, feel engaged and informed with relevant information and support
- Current ākongā are connected as appropriate to internal and external support
- Current ākongā and Wintec | Te Pūkenga staff have increased awareness of support services and how to effectively refer ākongā to support
- New programs and activities are created to promote ākongā academic success, personal growth, and leadership skills
- Up to date and accurate records of ākongā progress and referrals are maintained and provided as required
- Services and processes are assessed, coordinated and streamlined in a changing environment
- Support is provided as required to the Māori Achievement, Māori Pacific Trades Training and other Te Kete Manaaki teams
- Student forums are proactively engaged in and supported
- A thorough understanding of Wintec | Te Pūkenga policies, procedures and requirements is possessed and effectively implemented and communicated
- Strong working relationships with ākongā, staff, faculty and administrators from diverse backgrounds are formed
- Able to serve as liaison between ākongā, staff, faculty and administrators
- Effective relationships on behalf of Māori Achievement, Te Kete Manaaki and Wintec | Te Pūkenga are developed and maintained with external stakeholders
- Community engagement is carried out in ways that promote ākongā success

- Ākonga success projects and events are created and coordinated in conjunction with Māori Achievement, Te Kete Manaaki teams, Faculty, and community stakeholders, and based on ākonga need
- Organisation skills are demonstrated, and work is performed effectively in a fast-paced and collaborative environment
- Ensure currency with Wintec | Te Pūkenga's mission, strategies, priorities and values
- Follow all Wintec | Te Pūkenga policies and procedures and legislative obligations
- Demonstrate understanding and commitment to the principles of Te Tiriti o Waitangi and Equal Employment Opportunities (EEO)
- Demonstrate an understanding and commitment to Wintec | Te Pūkenga's mission, strategies, priorities and values
- Promote equity and diversity in the workplace, build mutual trust, and treat staff equitably, transparently, fairly and in a culturally appropriate manner
- Continuous improvement and development of systems, procedures and service to ensure Wintec | Te Pūkenga maintains and develops its position as a leading provider of vocational education and training
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.
- Significant hazards are eliminated, isolated and/or risk minimised.
- Staff in the area of responsibility are involved in the hazard management process.
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.
- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

- A relevant tertiary qualification, or equivalent experience
- Proven experience supporting Māori and Pacific communities, in particular, youth and adult learners.
- Proven experience coordinating projects and/or events to completion
- Knowledgeable practitioner in adult learning philosophies.
- Experience in teaching literacy, numeracy and study skills with adult learners.
- Passion for ākonga success
- An understanding of the transformative nature of education
- Practical knowledge of Tikanga Māori and cultural values relevant to Māori communities
- Practical knowledge of the cultural values relevant to Pacific communities
- Value ākonga voice and see ākonga as central in decision making
- Excellent interpersonal skills; including the ability to listen actively, empathise, use reason when dealing with emotional topics and provide reflective feedback
- Encompass creative problem-solving capabilities
- Innovative and keen to question the status quo and to adapt to changing circumstances.
- Demonstrated project management skills, including the ability to meet deadlines and exercise professional judgement

- Commitment to developing independent learners
- Evidence of sensitivity to and respect for learners with disabilities
- Ability to work independently as well as function as part of a team
- Able to multi-task efficiently and effectively
- Competent with Microsoft Office
- Ability to conduct tutorials and workshops

DESIRABLE

- Proficient in Te Reo Māori
- An understanding of the tertiary environment in Aotearoa/New Zealand
- ATTP 5 or similar tertiary qualification
- At least three years' work experience within the tertiary education sector

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Academic Staff, Administration Staff, Department Managers, Heads of School/Centre Directors, Team Managers/Team Leaders/Coordinators and Tairā

External: Business / Industry / Community, Government agencies, SAWIT and Whānau

Resource delegations and responsibilities:

Financial: Nil

People: Nil