

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
- To centre the ākonga voice in all aspects of decision making
- To uphold the mauri of Te Kōpū Mānia o Kirikiriroa Marae

Reports to: Manaaki Te Niho Taniwha Manager

Team: Wintec

Remuneration: IEA Band 4 (\$67,800 to \$84,700)

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's support model
- Support is provided in different ways including, but not limited to, whole class delivery, connecting ākonga to support each other, one-to-one appointments and/or the creation of

resources.

- Initiatives that positively impact the educational outcomes of ākonga are identified and delivered at key points of their Wintec journey
- A safe environment where ākonga can share their thoughts, aspirations, concerns and interests is provided
- Relationships are developed so ākonga feel valued, respected and believed in
- New and prospective ākonga, their whānau and support networks, feel engaged and informed with relevant information and support
- Current ākonga are connected as appropriate to internal and external support
- Current ākonga and Wintec staff have increased awareness of support services and how to effectively refer ākonga to support
- New programs and activities are created to promote ākonga academic success, personal growth, and leadership skills
- Up to date and accurate records of ākonga progress and referrals are maintained and provided as required
- Services and processes are assessed, coordinated and streamlined in a changing environment
- Support is provided to Te Kete Manaaki teams and other Learner Success teams
- Student forums are proactively engaged in and supported
- A thorough understanding of Wintec policies, procedures and requirements is possessed and effectively implemented and communicated
- Strong working relationships with ākonga, staff, faculty and administrators from diverse backgrounds are formed
- Able to serve as liaison between ākonga, staff, faculty and administrators
- Effective relationships on behalf of Te Kete Manaaki and Wintec are developed and maintained with external stakeholders
- Community engagement is carried out in ways that promote ākonga success
- Ākonga success projects and events are created and coordinated in conjunction with

Learner Success and 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's mission, strategies, priorities and values
- Follow all Wintec 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'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 maintains and develops its position as a leading provider of vocational education and training

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- 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 minimized
- Staff in the area of responsibility are involved in the hazard management

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)

- Demonstrates an understanding of and commitment to Wintec, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

Other duties

- 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

Education, Training and Experience

- 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

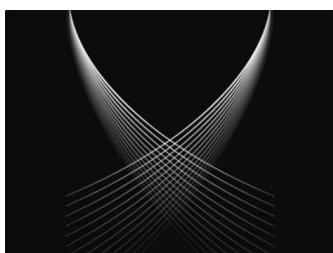
Desirable

- 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

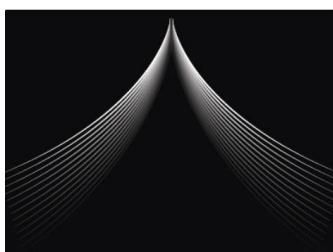
Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Academic Staff / Administration Staff / Department Managers / Heads of School/Centre
Directors / Team Managers/Team Leaders/Coordinators / Directors / Tauira

External:

Business / Industry / Community / Government agencies / SAWIT / Whānau

Resource delegations and responsibilities:

Financial: Nil

People: Nil