

Māori and Pasifika Trade Training (MPTT)

Manager

Kaupapa | Purpose

- Lead and manage the Māori and Pasifika Trades Training Team.
- Build and manage highly effective relationships internally, regionally and nationally with key stakeholders including hapū, iwi, employers, community groups, government, business, to maximise apprenticeship opportunities and outcomes for programme participants.
- Liaise with Wintec-Te Pūkenga faculty, Māori Achievement Unit, regional Delivery, Oire Pacific and Te Kete Manaaki to ensure effectiveness of planned provision of Māori and Pasifika Trade Training delivery is maximised.
- Manage the Māori and Pasifika Trades Training budget and associated costs of delivery in line with the Māori and Pasifika Trades Training Consortium's strategy and government direction.
- Complete internal and external reporting requirements.
- Support the implementation of tikanga and kawa at the Marae and ensure MPTT support Pouārahi Māori directorate wide events.

Reports to: Pouarahi Maori, Executive Director Tiriti Partnerships & Maori Success

Team: Wintec

Remuneration: IEA Band 7 (\$108,400 to \$135,400)

Ngā mahi | Do

Delivery Strategy - Leads the development and implementation of the Māori and Pasifika Trades Training programme.

- Leads the ongoing development and implementation of Māori and Pasifika Trade Training programme.
- Ensures alignment of the Māori and Pasifika Trades Training product development, delivery and stakeholder (internal and external), Te Tiriti partnership and Wintec-Te Pūkenga expectations.
- Leads and models mana-enhancing relationships through collaboration with internal and external partners and stakeholders.
- Leads the Māori Pasifika Trade Training Learner Fund Committee and ensures reporting of committee decisions as part of the monthly reports to the Pouārahi Māori
- Investigates and champions new subject and site delivery options for the Maori and Pasifika Trades Training programme.

Planning and Reporting - Leads the organisational planning, contractual and compliance requirements for youth products.

- Leads the management and reporting requirements for the Māori and Pasifika Trades Training programme, in accordance with the relevant requirements and guidelines including, but not limited to, the Māori and Pasifika Trades Training contracts with MBIE and TEC, the Māori and Pasifika Trades Training Consortium MOU, and Māori and Pasifika Trades Training Consortium Terms of Reference.
- Provides accurate reports as requested to the Māori and Pasifika Trades Training Consortium Governance Group.
- Provides monthly reports to the Pouārahi Māori on performance expectations aligned to annual work plan.
- Ensures that the requirements for delivery of the Māori and Pasifika Trades Training

programme are in place prior to commencement date of the programme/s.

- Negotiates and manages contractual agreements relevant to the Māori and Pasifika Trades Training programme, in conjunction with the Pouārahi Māori, Director Māori, Director Pacific and the Finance.
- Maintains a comprehensive understanding of Wintec-Te Pūkenga's academic processes and requirements to enable ultimately taking responsibility for these.

Development - Leads the development of products and services, as aligned with the Maori and Pasifika Trades Training scheme.

- Leads processes to identify and pursue opportunities to develop/enhance Māori and Pasifika Trades Training provision in the Waikato region.
- Develops detailed business cases including partnerships, budgets, contracts and partner relationships for each new product and service.
- Liaison with consumer groups and representatives to seek their feedback and input in order to ensure the offerings from the Māori and Pasifika Trades Training programme will meet the needs of the region and provide effective pathways into apprenticeships.
- Works with Consortium members and Director Te Kete Manaaki to develop a suite of pastoral care and student support services that will be available to students throughout the duration of their involvement in the programme (3-4 years) as well as the referral and funding mechanisms for these interventions.
- Develops and implements effective recruitment, selection, and assessment processes to ensure that students are placed in the appropriate training stream, referred to appropriate services, and placed with the employer that will maximise their potential to secure and complete a New Zealand Apprenticeship.

Stakeholder Management - Maintains professional relationships with staff and stakeholders to further overall objectives of the Maori and Pasifika Trades Training scheme.

- Maintains a network of Iwi, community groups, employers, ITOs, and government agencies

that ensure that support the recruitment, pastoral care, retention, and placement into apprenticeships of Māori and Pasifika Trades Training programme participants.

- Identifies opportunities for Wintec to collaborate with employers, Hapū, Iwi, ITOs/WBLs/PTEs, local governments and communities to maximise apprenticeship outcomes.
- Develops internal relationships with Wintec-Te Pūkenga Schools/Centres, Māori Achievement Unit (Partnership & Collaboration), Regional Delivery to develop new Māori and Pasifika Trades Training opportunities and outcomes and meet government directives.
- Actively engages with stakeholders in order to promote the Māori and Pasifika Trades Training programme to potential students and their whānau/aiga/famili.

Leadership and Management - Day to day leadership, motivation, and management of staff within the Maori and Pasifika Trades Training team.

- Manages staff and budgets for Māori and Pasifika Trades Training programme (including Project Management funding from MBIE and Pastoral Care and Work Brokerage funding from TEC).
- Develops a strong sense of purpose and unity in commitment within the team.
- Ensures that feedback and support is provided to staff in a timely way where issues related to their work, attitude or behaviours are identified to enable quick resolution.
- Manages recruiting, selecting and inducting of staff to develop and support a high performing team.
- Represents Wintec in cross institutional or sector projects in regards to Māori & Pasifika and/or youth strategies, where possible taking a leadership role on behalf of the institution.

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 | Te Pūkenga mission, 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

- Relevant degree level tertiary qualification in subject related discipline/s or relevant experience.
- Minimum 5 years demonstrated relevant experience in a related sector.

Leadership

- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Ability to provide the team with a clear sense of direction (interpreting Wintec-Te Pūkenga mission, values and strategic priorities into meaningful context and objectives).
- Ability to develop and maintain constructive cross-functional relationships internally and across multiple levels of the organisation.
- Highly developed coaching and feedback skills. Experience in developing and leading others generally in an operational management role.
- Ability to use initiative.

Operational

- An eye for detail, ability to grasp knowledge and abstract concepts quickly and a desire to improve and redesign systems.
- Ability to perform a range of tasks under competing demands, meeting the agreed end result within quality parameters and timeframes.
- Appreciation of the broader impact and long term implications for others and the

organisation.

Managing

- Ability to set clearly defined goals that link from Pouārahi Māori directorate business plans down to individual performance plans.
- Demonstrated ability to monitor performance against goals and take correct action where required
- Knowledge, awareness and skill in a range of academic and administrative functions, including financial and HR; takes into account all different functions in managing their area of responsibility.
- Proactive and self-starting; takes actions to achieve favourable.
- Highly developed interpersonal and relationship skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- outcomes for the organisation, seeks opportunities to take action, and actively influences events.

Delegation

- Demonstrated ability to delegate responsibility to appropriate staff; giving others latitude to exercise their own initiative. Able to exercise judgement in problem solving.
- Demonstrated ability to recognise problems or issues, and to take appropriate action.

Communication

- Highly developed interpersonal and relationship skills
- Demonstrated ability to build and maintain productive relationships
- Demonstrated ability to work with colleagues and direct reports to resolve issues and meet agreed outcomes
- Demonstrated ability to communicate effectively with all stakeholders at all levels

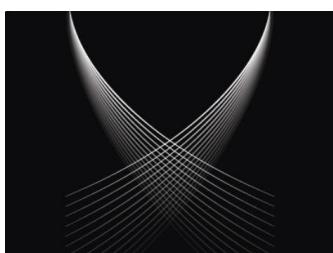
Technologies

- Able to use Microsoft Outlook, intranet and other communication tools confidently (Microsoft Word, Excel and PowerPoint to intermediate level)
- Ability to adapt new and emerging technologies to enable and support problem-solving and innovation.

Wintec Values



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



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:

Advisors/Consultants / Academic Staff / Dean of Faculty / Heads of School/Centre
Directors / Administration Staff

External:

Ākonga / learners / ITOs / Government agencies / Business / Industry / Community / Employers and employer groups / Hapū, iwi, Māori

Resource delegations and responsibilities:

Financial: Yes, as per delegated authority

People: 5