

## UNIVERSITIES NEW ZEALAND – TE PŌKAI TARA

### POSITION DESCRIPTION

<b>Position Title</b>	<b><i>Manu Taki – National Programme Lead</i></b>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Portfolio Manager, Education Systems and Māori</li> <li>• Piki Ake Steering Group – Te Kāhui Amokura, Research Committee</li> </ul>
<b>Responsible for</b>	No direct reports ( <i>Coordination and management of people required</i> )
<b>Tenure</b>	Fixed term until 30 June 2023 ( <i>Secondment opportunity also considered</i> ), 37.5 hours a week
<b>Hours</b>	
<b>Location</b>	Universities New Zealand Offices, 142 Lambton Quay – Level 9, Wellington
<b>Salary Range</b>	\$110,000 – \$120,000
<b>Date</b>	March 2022

*Tēnei te reo whakaaraara o Te Kāhui Amokura otirā Te Pōkai Tara te whakapāho atu nei. Kei te rapu tonu mātou mai i te hunga e whai pūkenga ana, e whai pānga ana, e whai wheako ana i roto i ngā mahi tautoko, hāpai i te hunga Māori e mahi ana ki roto ki ngā wānanga e waru (8) o Aotearoa, i roto i ngā mahi rangahau, whakatupu mātauranga hoki.*

*He tūranga hou tēnei e kīa ake nei ko Te Manu Taki. He kaupapa hou anō hoki tēnei e kīa ake nei ko Piki Ake. He kaupapa e hāngai ana ki te whakapikinga o te rahinga o ngā pūkenga mātauranga, pūkenga rangahau Māori ki ia wānanga o Aotearoa. Ko tā Te Manu Taki, he arataki i te kaupapa nei, ko ia hoki kei te whakakotahi i te rerenga a ngā Manu Taupua e waru o ia wānanga o Aotearoa. Koutou e whai pūkenga ana, e whai whēako ana, e whai mātauranga ana ki ngā ara e whakapakari ai, e whakakaha ai, e whakarahi ake ai ngā pūkenga mātauranga, pūkenga rangahau Māori ki roto ki ngā wānanga o Aotearoa, tēnā tonoa mai ki te tūranga, arā, ko Te Manu Taupua.*

**Universities New Zealand – Te Pōkai Tara** (UNZ) is the peak body of the eight New Zealand universities. It advances university education and research activities and promotes the common interests of the New Zealand universities through coordinated action across the sector. It is a statutory body with responsibilities for the quality assurance of university academic programmes, university entrance and scholarships.

**Te Kāhui Amokura** (TKA) is the Universities New Zealand Committee for Māori. Its role is to advance and promote the collective interests of New Zealand’s universities to improve outcomes for Māori university students (tauirā), Māori university staff and Māori scholarship.

**“Piki Ake”** is a programme aimed at redesigning the trajectory for Māori researchers at NZ universities. It will broaden and strengthen the opportunities and pathways for Māori researchers, while at the same time maintain a focus on excellence and quality. The programme is underpinned by a strong commitment to key Te Tiriti o Waitangi. The project is funded by the Ministry of Business, Innovation and Employment.

The NZ universities will work collaboratively through the Manu Taki – National Programme Lead through a network of Manu Taupua – Regional Connectors, embedded in each university to change current practices and behaviours by co-designing with Māori staff across all levels new and innovative approaches to

recruitment (processes), retention (systemic initiatives that enable Māori academics to fit and flourish) and advancement (rethinking professional development and promotion policies and procedures).

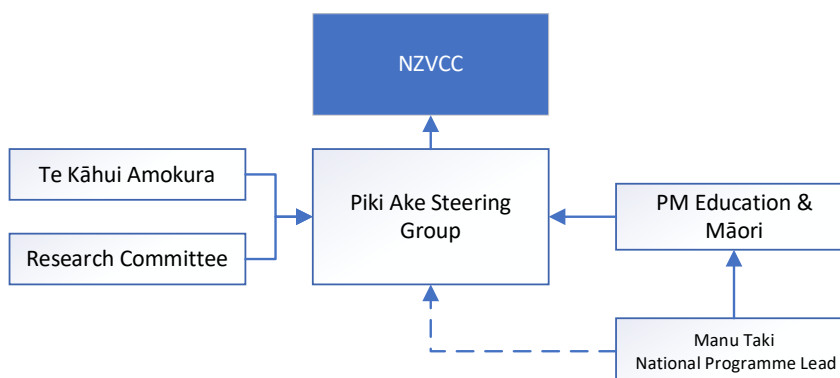
## PIKI AKE, MANU TAKI – NATIONAL PROGRAMME MANAGER

This senior role has several key functions:

- Lead, coordinate, review, monitor and ensure the delivery of the Piki Ake programme alongside the regional Pike Ake Connectors. This is achieved in consultation with the Piki Ake Steering Group (made up of several DVCs Māori and Research) and other relevant stakeholders.
- Coordinate with key subject matter experts the development of the Piki Ake modules. These will be endorsed by the steering group.
- Develop new processes and internal systems for the successful delivery of the Piki Ake programme. This includes assessing the impact and success of the programme with a view to its longer-term sustainability for any potential programme extensions.

## REPORTING

This role will have report lines to the Portfolio Manager Education Systems and Māori but will provide updates to the Piki Ake Steering Group – who will provide reports to the New Zealand Vice-Chancellors Committee (NZVCC).



## KEY RESPONSIBILITIES

### 1. Piki Ake Programme Delivery and Reporting

- a) Leadership and coordination of the design, development and delivery of the Piki Ake modules.
- b) Ensure effective leadership and coordination between the Manu Taupua – Regional Connectors.
- c) Work with Programme Manager Education System and Māori and Piki Ake Steering Group to ensure the programmes and associated activities, including Te Kei, across the universities are consistent with the priorities and deliverables of the Piki Ake programme.
- d) Work with the Piki Ake Steering Group to ensure Te Tiriti o Waitangi is embedded across all Piki Ake activities and processes.
- e) Develop and implement a performance measurement framework, ensure reporting processes and strategic milestones are relevant and tracked appropriately for activities relating to the programme.
- f) Populate and maintain information on all university employment opportunities and details of the Māori academic cohorts at regional and national levels.
- g) Analyse and report to Piki Ake Steering Group on the programmes progress.

- h) Develop publicly available ‘best practice guidelines’ (sharing best practice around recruitment, retention, development and reward tools currently in operation and seeking to identify gaps, drawing on Indigenous and international exemplars).

## SELECTION CRITERIA

- Mōhiotanga me te Pūkengatanga i te Te Ao MāoriTe Tiriti o Waitangi, Mātauranga Māori me Te Reo Māori hoki.
- A postgraduate university qualification (Honours or master's level degree).
- Demonstrated experience with leading the creation, development and implementation of a strategic work programme.
- Experience in working across complex and multiple structures and/or institutions.
- Proven ability to identify and source relevant materials (qualitative and quantitative), synthesise large amounts of information, and formulate well-founded strategic advice.
- Demonstrated in-depth experience in relation to research and providing input to papers through research on specific matters.
- Excellent relationship management skills and successful experience in dealing with diverse stakeholders.
- Demonstrated strong organisational and time-management skills.
- Proven ability to successfully work independently in a complex environment.
- Excellent interpersonal skills, including written and oral communication skills.

## COMPETENCIES

Competency	Demonstrated by
Te Ao Māori	Mōhiotanga me te Pūkengatanga i te Te Ao Māori – Te Tiriti o Waitangi, Mātauranga Māori me Te Reo Māori hoki
Strategic thinking	Leads big picture and forward thinking; seeks and accepts challenges and opportunities; develops and communicates a clear, inspiring and relevant direction
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions, and commits to a course of action
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Persuading and influencing	Gains the co-operation of others by seeking their points of view; understands differing views and identifies points of agreement; negotiates solutions to meet the objectives of all parties where possible; confidently advocates a preferred approach