

## Universities New Zealand – Te Pōkai Tara Scholarships Manager

- Lead a complex and interesting portfolio of scholarship and awards.
- Make a difference in the lives of hundreds of young New Zealanders each year.
- Use your people skills to succeed with scholars, committee members, and benefactors.

Universities New Zealand is the peak body for this country's eight universities. It has statutory responsibilities for quality assurance of university academic programmes, university entrance and the management and administration of a range of scholarship programmes. Its work is overseen by a committee made up of the eight vice-chancellors.

In 2018 Universities NZ administered 39 scholarship schemes with a combined value of around \$3.7m. In that same year from those 39 scholarship schemes paid out a total of \$1.2m to 138 scholarship recipients.

This is both a doing role and a management role.

- At the management level, this role oversees the overall portfolio of scholarships and awards and coordinates systems and processes for ensuring the overall portfolio runs effectively and efficiently. This includes planning the annual calendar, providing reporting to key stakeholders, working with potential new donors, overseeing all systems and processes, and providing leadership and support to the one staff member reporting to this role; the Scholarships and Projects Advisor.
- At the 'doing' level, the administration of the 39 scholarships is split between the Scholarships Manager and the Scholarships and Projects Advisor. That means, for a dozen or so scholarships, the Scholarships Manager handles all aspects of advertising, receiving applications (via the online Community Force system), coordinating shortlisting, selection, awards, tracking of scholar progress and making payments. Some administrative support is available as required.

To be considered for this role, you will demonstrate significant experience in working effectively with a wide range of stakeholders (such as the students, donors, and scholarship committee members you will work with in this role) and working flexibly with systems and processes within agreed policies and regulations. You will have some staff management experience and be degree-qualified.

This is a permanent (open tenure) full-time role with some requirement for travel – mainly domestic.

**To register your interest please send a CV and a short covering letter to [jackie.bailey@universitiesnz.ac.nz](mailto:jackie.bailey@universitiesnz.ac.nz) Applications close 5pm, Monday 20 May 2019.**

# UNIVERSITIES NEW ZEALAND – TE PŌKAI TARA

## POSITION DESCRIPTION

<b>Position Title</b>	Scholarships Manager
<b>Reports to</b>	Chief Executive
<b>Hours</b>	Full time (normally 37.5 hours per week)
<b>Location</b>	Wellington
<b>Date</b>	May 2019

## BACKGROUND

The New Zealand Vice-Chancellors' Committee (NZVCC) is a statutory body established through the 1989 Education Act. Since 2010 the NZVCC has operated under the name Universities New Zealand (UNZ). Under the Act, NZVCC has responsibility for reviewing and approving all university programmes and qualifications, making recommendations regarding University Entrance Standards and administering a range of scholarships.

Alongside its statutory responsibilities, NZVCC/UNZ advocates for university education and research activities by promoting the common interests of the New Zealand universities through coordinated action across the sector. Universities NZ works at the interface between government and the universities. It makes an informed contribution to policy issues, maintains dialogue between government and the universities and contributes well-argued, unified responses to developments and the public that may impact on university autonomy or New Zealand's comparative position with international university systems. It also maintains key linkages within the international community.

Led by a committee comprising New Zealand's eight Vice-Chancellors, much of Universities NZ's work is undertaken through committees and other groups generally comprising a representative from each university. Universities NZ's activities are supported by a small Wellington-based team.

## UNIVERSITIES NEW ZEALAND SCHOLARSHIP TEAM AND ROLE

Universities New Zealand is a small organisation of just 15 staff based in Wellington.

The Scholarships Team comprises two roles; the Scholarships Manager (this role) and the Scholarships and Projects Advisor (a direct report to this role). The UNZ Administration Team provide additional as-required administrative and financial support to the Scholarships Team.

In 2018 Universities NZ administered 39 scholarship schemes with a combined value of around \$3.7m. In that same year from those 39 scholarship schemes paid out a total of \$1.2m to 138 scholarship recipients. The value and size of the scholarship programme has been broadly the same for the past decade and is expected to continue at a similar size for the foreseeable future. Periodically scholarship schemes come to an end and periodically Universities NZ is approached to take on new scholarship schemes.

Each scholarship has its own regulations reflecting conditions agreed with donors and/or trustees and/or selection committees.

At this time there is also one (non-scholarship) award that is overseen by the Scholarships Team – the GAMA Critic and Conscience of Society Award. It is possible that the Scholarships Team may take on other awards over time. Awards operate like scholarships in that applications/nominations are received and shortlisted, then a panel is convened physically or electronically to make the final award. One or more payments are then made to fulfil the conditions of the award.

Broadly stated, the Scholarships Manager has overall accountability for the effective and efficient operation of all scholarships and awards coordinated or managed by UNZ. The scholarships portfolio is roughly equally divided between the Scholarships Manager and the Scholarships & Projects Advisor with each person overseeing their particular scholarship schemes relatively independently of the other, but with mutual support and back up when required.

## **GLOSSARY**

- “Scholarships Portfolio” - all scholarships and awards overseen or managed by the UNZ Scholarships Team.
- “Regulations” – the policies and rules that apply to each scholarship or award within the Scholarships Portfolio.
- “Donors and/or Trustees” – the people who either fund each scholarship/award or who administer funds or bequest on their behalf.
- “Scholarship Committees” – the one or more people who review applications and determine awards.
- “Applicants” – the people who apply for scholarships and/or awards.
- “Scholarship Lifecycle” – the various stages that a typical scholarship or award goes through, including;
  - Taking on new scholarships and developing regulations and other operating arrangements.
  - Running scholarship rounds, including inviting applications, responding to queries, organising selection processes, awarding scholarships and publicising awards.
  - Administering scholarships and awards – tracking progress of scholarship recipients, making payments and keeping records of payments against entitlements.
  - Appeals – As allowed for in UNZ policies; investigating and responding to complaints and appeals where a breach of regulations or any other agreement is claimed.
  - Reporting – provide reporting to Scholarships Committee, Universities New Zealand, university scholarship offices, donors and/or trustees on scholarship and award rounds.
  - Evaluating scholarships – periodically working with Donors and/or Trustees and Scholarship Committees to identify ways of streamlining administrative cost and effort where it does not materially affect quality of outcomes.
  - Winding up – winding up scholarships or awards.
- “Community Force” – the browser-based online system used to administer most scholarships in the Scholarships Portfolio. The system receives applications and supports all workflow involved in reviewing applicants and in making awards.

## **KEY ACCOUNTABILITIES**

### **1. Efficient and effective management of the Scholarships Portfolio**

Oversee the smooth annual operation of the overall Scholarships Portfolio. This will include;

- 1.1. Overseeing the annual calendar to ensure workload for the Scholarships Team is spread through the year insofar as Donor/Trustee requirements and Scholarship Committees availability and preferences allow and as required to align with the northern/southern hemisphere academic years
- 1.2. Provide leadership and support to the Scholarships and Projects Advisor and any other person who takes a role in the lifecycle of any scholarship or award in the Scholarships Portfolio.
- 1.3. Oversee the operation and development of Community Force and any other tools or systems used in the administration and reporting associated with the Scholarships Portfolio.
- 1.4. Ensure that all aspects of the Scholarships Lifecycle are operating effectively across the Scholarships Portfolio. Systematically work with UNZ staff, donors/trustees and scholarship committees to identify and pursue opportunities to improve the effectiveness and efficiency of scholarships and awards.
- 1.5. From time to time bring new scholarships or awards into the Scholarships Portfolio. Only do so where the new scholarship or award has been either approved or requested by the Chief Executive.
- 1.6. Periodically liaise with key donors and/or high-profile members of selection committees to ensure they understand the importance and value of their contribution and to ensure their ongoing support and commitment.
- 1.7. Ensure that UNZ financial policies and processes are adhered to in administering scholarships and awards.
- 1.8. Contribute reporting on the Scholarships Portfolio and on scholarship rounds for UNZ's Annual report, to Scholarships Committee, and to meetings of the Vice-Chancellors.

## **2. Efficient and effective operation of individual Scholarships and Awards**

- 2.1. Within the overall management of the scholarships portfolio; administer a proportion of the scholarships and awards in the Scholarships Portfolio through all stages of their particular Lifecycle (see the Glossary above).
- 2.2. Provide support and back up to anyone else working on the UNZ Scholarships Portfolio as required – particularly around absences and peak work periods.
- 2.3. Continually monitor and review scholarships and awards to ensure the cost of administration remains commensurate with the level of funding for each scholarship and award provides.

## **3. Other Duties**

- 3.1. Keep sufficient records in a location and logical structure that another person can locate key information during unplanned absences and that the history of key issues or projects can be understood in the future.
- 3.2. Ensure that the content of the website, intranet and other on-line systems relevant to the Scholarships Portfolio are kept up to date.
- 3.3. Contribute to wider Universities NZ planning, projects and operations as required by the Chief Executive.
- 3.4. Take on other projects as required by the Chief Executive.

## KEY WORKING RELATIONSHIPS - GENERIC

### Internal

- Scholarships and Projects Advisor
- UNZ staff, and particularly the Administration Team.
- Convener and members of the UNZ Scholarships Committee.
- Members of selection committees.

### External

- Scholarships managers and teams in the universities
- Key staff in the Ministry of Education, Ministry of Foreign Affairs and Trade, and Immigration Service.
- Scholarship donors and trustees.
- International scholarship bodies.

## COMPETENCIES – GENERIC

- **Interpersonal Skills** – relates well to people at all levels. Builds constructive and effective relationships. Tactful and diplomatic. Finds common ground and seen as collaborative and a team player.
- **Customer Focus**- Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Interpersonal Savvy** - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Process Management** - Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
- **Organised** – Has good control of time and an understanding of the priorities. Can marshal their own time and the time of others to get to outcomes quickly and effectively. Able to manage multiple activities successfully at once.
- **Treaty of Waitangi/Partnerships** - Demonstrates an understanding of the implication of the Treaty on today's society and a commitment to equity and operating in a partnership and bi-cultural environment.

## **PERSON SPECIFICATIONS**

### **Qualifications**

- A tertiary degree

### **Skills and Experience**

- Substantial experience managing panel selection type processes – ideally involving scholarships or other similar awards.
- Political nous to effectively manage relationships with senior and often demanding donors and scholarship committee members – including the Governor-General, judges, etc.
- Staff management experience.
- Experience in the preparation and monitoring of budgets and a reasonable understanding of financial accounts.
- Exceptional interpersonal skills and an ability to communicate in an effective, friendly and sensitive manner when dealing with students, committee members, and other stakeholders.
- Intermediate skills with the Microsoft Office suite – Word, Excel, and Outlook.

### **TENURE**

This is an open-tenure (permanent) role.

### **HOURS OF WORK**

Though the role can usually be done within 37.5 hours a week, this is a senior role and some flexibility will be expected in hours of work (to accommodate meetings, travel and functions) and hours worked (to accommodate periods of unusually high workload). Flexi-time is available.

### **REMUNERATION**

As at November 2018, the remuneration range for this role was \$92,600 to \$120,000 (85% to 110% around a median of \$109,000). Universities NZ will appoint within this range based on the skills and experience of the preferred candidate.