

Pouhono Ako

Education partnership & projects Coordinator

Position Title: Pouhono Ako (Education partnership & projects Coordinator)
Responsible to: Pou Ārahi
Location: Tapuika Offices, Te Puke
Term: Fixed term (initially 6 months until further funding can be confirmed)

Position Purpose: The Pouhono Ako position will focus on maintaining relationships, partnerships and implementing curriculum development, scholarships & other educational projects that support Tapuika learners, raise their academic achievement and link learning to future employment, economic & social outcomes

KEY TASK AREAS

Relationship Management and Liaison	
Expected Results	Means
<ul style="list-style-type: none"> • Tapuika Iwi Authority has strong & robust relationships with strategic partners such as MOE, Schools, Training providers & lead industry organisations based on mutual respect & trust • Tapuika achieves Strengthened powerful educational connections for Tapuika learners to participate, engage, and achieve as Māori through the education system • Pathways into training linked to employment opportunities are developed 	<ul style="list-style-type: none"> ➢ Provide ongoing and regular communication (verbal and written) with key stakeholders, education providers & funders, ➢ Foster current and potential relationships with educational & training providers as well as major employers ➢ Monitor any relationship agreements & MOU to ensure open and transparent reporting on objectives and outcomes. ➢ Ensure key stakeholder & other enquiries are responded to in a timely manner. ➢ Provide advice to the Trust on existing and potential strategic relationships. ➢ Ensure that all reporting requirements back to funding partners are met
Project Delivery & Management	
Expected Results	Means
<ul style="list-style-type: none"> • Projects delivered effectively and on time & budget • Outcomes outlined in plan or any funding agreement achieved • Additional resources levered as required • Open, transparent & timely reporting on milestones, objectives and outcomes to the Pou Arahi, Funders, BOT and any other key stakeholders. 	<ul style="list-style-type: none"> ➢ Carefully plan, implement and manage projects in partnership with MOE, the Kahui Ako and other key stakeholders ➢ Monitor the achievement of outcomes & milestones using agreed measures / KPIS ➢ Seek additional partnerships & resources as required

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Iwi Liaison & whānau Engagement	
Expected Results	Means
<ul style="list-style-type: none"> • Opportunities within any educational projects to utilise and involve iwi members maximised • Whānau feel fully engaged and informed • Whanau feel supported to achieve their educational aspirations 	<ul style="list-style-type: none"> ➤ Ensure communications are maximized, internally and externally, regarding educational projects and upcoming mahi ➤ Provide support to Tapuika learners who are undertaking tertiary studies ➤ Proactively advertise all education opportunities for whānau & share inspiring stories ➤ Support whānau by building relationships within the education sector
4 Educational Resource Development	
Expected Results	Means
<ul style="list-style-type: none"> • Resources developed to a high standard, and to the satisfaction of MOE, Kahui Ako & Tapuika Educational Advisory Committee 	<ul style="list-style-type: none"> ➤ Work with the Advisory Committee and the content developer to create the Tapuika Education resources from the framework ➤ Ensure that that all resources are signed off with Advisory committee prior to being produced ➤ Ensure that resources have been tested & reviewed by Kahui Ako & focus group before being finalised

Additional Duties
<ul style="list-style-type: none"> • Provide timely and accurate reporting to internal/external customers within the required timeframes and/or as requested. • Carry out any other duties that can reasonably be requested from time to time within the framework of this position, and the skills, training and experience of the incumbent.

Key Documents
<ul style="list-style-type: none"> • Tapuika Curriculum Framework & Whanau engagement strategy • MOE funding contracts • Tapuika Strategic & Annual Plans (still to be developed)

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POSITION SPECIFICATION

Knowledge/ Experience

Essential:

- Teaching or Curriculum development experience
- Ability to foster and manage relationships, with a wide range of groups and individuals
- Excellent facilitation, written and oral communication skills
- Demonstrated project management experience
- Knowledge of tikanga and kawa
- Strong computer skills (Microsoft Office)
- A current, full Driver's license

Desirable:

- Recognised and relevant tertiary qualification in education or related fields
- Te Reo Maori

Key Skills/ Competencies

The following levels would typically be expected for the incumbent to be 100% fully effective:

Expert:

- Facilitation, written and oral communication skills
- Ability to plan and develop Tapuika Curriculum resources
- Ability to build and maintain effective communications and relationships both internally & Externally

Advanced:

- Knowledge of NZ education & Curriculum frameworks & standards
- Computer literacy in Microsoft Office
- Attention to detail, quality and accuracy
- Tapuika Tikanga and kawa

Working knowledge

- Project Management best practice
- Te Reo Māori

Key Behaviours Expected

- Demonstrated passion for Education & Matauranga Māori
- Adherence to tikanga and kawa
- Ability to multi-task
- Utilises vision and imagination with practical implementation
- Positive attitude and a team approach
- Commitment/ personal accountability to the values and vision of Tapuika Iwi Authority



Position Description

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Key Working Relationships

Internal:

- Tapuika Pou Ārahi
- Other Tapuika staff/contractors
- TIA BOT
- TIA Education Advisory Committee
- Kaihera Koeke
- Tapuika Marae/ Hapu/ Iwi

External:

- Ministry of Education
- Schools in Kahui Ako Cluster
- External Service providers

Work Situation

- The incumbent will be based at the Tapuika Trust office in Te Puke.
- Attendance at hui away from the office on a regular basis is essential.
- Ordinary hours of work are 30 hours performed generally Monday to Friday, between 9 am to 5.00 pm however availability outside of these hours will be required from time to time to fulfil the requirements of the position, including attendance at hui, Flexible arrangements on hours can be negotiated to accommodate this

Acknowledgement

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

Employee: _____ Signature: _____ Date: _____

Manager: _____ Signature: _____ Date: _____