ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE	Kaiwhakahaere Kaupapa | Project Manager:
	Whakamana i Te Tiriti o Waitangi Work Programme
SECTION/DIVISION	Office of the Deputy Vice-Chancellor Māori
REPORTS TO	Kaitohu Matua Māori (Senior Strategic Advisor Māori, Office of the Deputy Vice Chancellor Māori)
DIRECT REPORTS	Nil

PRIMARY PURPOSE OF THE ROLE

Assist in developing, advancing and managing a governance and management structure that oversees and drives the progression of the Whakamana i Te Tiriti o Waitangi Domain.

Support the planning, implementation, monitoring, and reporting of the workstreams integral to the success of the Whakamana i Te Tiriti o Waitangi Domain.

ACCOUNTABILITIES

Support the Office of the Deputy Vice Chancellor Māori to:

- Develop a governance and management process to oversee and drive the advancement of the Whakamana i Te Tiriti o Waitangi Domain (*strategic*)
- Oversee, coordinate and assist those leading the Workstream Programmes to develop annual operational plans (including scope, outputs and deliverables, KPIs, timeframes), budget/resource requirements, key partners/stakeholders, alignment and interdependencies, risks and mitigation, and monitoring and reporting for each workstream (*tactical*)
- Create a new reporting framework to capture and analyse data to monitor the progression of WTTW priorities and Māori Strategic Framework (MSF) goals
- Communicate achievements and share progress being made in the advancement of the WTTW Domain and MSF goals
- Liaise, as required, across the University with those developing divisional, departmental and unit plans to Whakamana i Te Tiriti o Waitangi.
- Liaise, as required, with Pae Tata Strategy and Implementation Leads to ensure alignment of Te Tiriti workstreams and initiatives in other Pae Tata Domains
- Undertake relevant stocktakes/environmental scans to support Whakamana I te Tiriti o Waitangi.

- Contribute to the development of a quality assured approach for to benchmark good practice and exemplars of strategic Māori success at Ōtākou Whakaihu Waka.

Build and maintain effective relationships with colleagues, partners and key stakeholders:

- Ensure regular communication to manage information flow, seek feedback, and manage expectations and any competing priorities and/or deadlines
- Draw on appropriate expertise, creating networks that support and enable the implementation of WTTW priorities and MSF goals
- Create and maintain a register of colleagues/subject matter experts who have expressed an interest in being involved in helping to implement WTTW and MSF
- Seek regular feedback as part of the ODVCM's continuous quality improvement approach.

Manage, support and/or participate in specified projects, programmes, working groups or committees as required and at the request of the DVCM.

EXPECTED OUTCOMES

- Provide excellent and reliable project management to advance the priorities of the WTTW Domain and goals of the MSF, ensuring the achievement of intended outputs and deliverables
- Build and maintain strong, meaningful, productive relationships across Ōtākou Whakaihu Waka
- Be an avid champion of Pae Tata – especially the Whakamana i Te Tiriti o Waitangi Domain – and the MSF
- A kaupapa Māori approach is applied to the oversight and management of Work Programmes, utilising tikaka, te reo & mātauraka Māori
- Ensure work is completed on time and to a high standard
- Ensure the reputation of the ODVCM and Ōtākou Whakaihu Waka is upheld at all times
- Maintain compliance with relevant University policies and procedures

KEY RELATIONSHIPS

- Director, Office of Māori Development
- Pro-Vice-Chancellors and their strategy teams
- Pae Tata Strategy and Implementation Leads
- Associate Deans Māori
- Kaihautū Rautaki Māori, Pūmanawa Tangata | Senior Strategic Leader Māori, Human Resources
- Kaitohu Matua Māori | Senior Strategic Advisors Māori
- Manager, Te Huka Mātauraka
- Te Poutama Māori (Co-Chairs & Executive)
- Strategy, Analytics and Reporting Office (SARO)
- Quality Advancement Unit (QAU)

QUALIFICATIONS & EXPERIENCE	<u>Essential</u> • A tertiary qualification • Excellent understanding of the tertiary education sector • Demonstrated commitment to and expertise in Te Tiriti o Waitangi • Proficiency in te reo and tikaka Māori • Experience in project management, translating strategy into action, influencing organisational practice and contributing to transformative change. • An interest in pro-equity strategies and frameworks of anti-racism, diversity, equity and inclusion • Expertise in engaging with and collaborating across diverse groups to reach agreement and influence change • Excellent oral and written communication and facilitation skills • Proven ability to analyse and interpret information and prepare written reports to a high standard • Proactively and creatively deal with issues and challenges and provide solutions
TECHNICAL SKILLS & KNOWLEDGE	<u>Essential</u> • Is experienced in and confident within Te Ao Māori • Strong interpersonal and networking skills • Personal integrity, sound professional judgement, and the ability to maintain confidentiality • Personal confidence and tenacity • High degree of computer literacy and data analysis skills • Provide expert and influential advice • Show sensitivity and understanding in resolving conflicts • Manage challenging situations with internal and external partners/stakeholders
DIRECT BUDGET ACCOUNTABILITY	May be delegated to authorise expenditure in accordance with the University's financial delegations.
MĀORI STRATEGIC FRAMEWORK	Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty of Waitangi as articulated in the Māori Strategic Framework.
PACIFIC STRATEGIC FRAMEWORK	Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.
HEALTH & SAFETY	Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

SUSTAINABILITY   Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.