

ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE	Kaiwhakahaere Kaupapa Project Manager: Toitū Te Reo Workstream
SECTION/DIVISION	Office of the Deputy Vice-Chancellor Māori
REPORTS TO	Deputy Vice Chancellor Māori
DIRECT REPORTS	Nil
PRIMARY PURPOSE OF THE ROLE	<p>The University has set a course for transformation in te reo Māori as we seek to do more to meet the needs of current, and prospective, staff and students to work and learn in te reo Māori. We are launching a workstream to bring together current activity into four critical programmes:</p> <ol style="list-style-type: none"> 1. Immersion: growing the skills and confidence of staff to work in te reo Māori 2. Teaching, learning and assessment: clear frameworks and support for te reo Māori-medium teaching, learning and assessment 3. Theses and Publications: more staff and students writing, examining and publishing in te reo Māori 4. Policies and practices: providing opportunities for staff to utilise te reo Māori in core work activities <p>The primary purpose of this role is to take a project leadership role to support the planning, implementation, monitoring, and reporting of the Toitū Te Reo Workstream integral to the success of the Whakamana i Te Tiriti o Waitangi Domain.</p>
ACCOUNTABILITIES	<p>Support the Office of the Deputy Vice Chancellor Māori to:</p> <ul style="list-style-type: none"> • Coordinate and assist the Toitū Te Reo workstream to develop annual operational plans, budget/resource requirements, key partners/stakeholders, alignment and interdependencies, risks and mitigation, and monitoring and reporting • Develop a Toitū te Reo strategy for Ōtākou Whakaihu Waka

- Review and develop policies, plans, practices and events to enable more students to learn and be assessed and examined in te reo Māori at under and post graduate levels.
- Review and develop policies, plans, practices and events to enable more staff to teach, research and publish in te reo Māori.
- Review policies, plans and practices to enable staff to work in te reo Māori (e.g. promotion and performance processes and ethics applications)
- Develop, plan and host resource reo rumaki learning opportunities and events for kaimahi (e.g., resources, Kura Reo and Café Reo)
- Communicate achievements and share progress being made in the advancement of Toitū Te Reo workstream
- Undertake relevant stocktakes/environmental scans to support Toitū Te Reo ki Ōtākou Whakaihu Waka
- Liaise, as required, across the University with those developing divisional, departmental and unit plans to revitalise te reo Māori
- Liaise, as required, with Pae Tata Strategy and Implementation Leads to ensure alignment of te reo commitments and initiatives
- Develop and benchmark good practice and exemplars of te reo success at Ōtākou Whakaihu Waka and beyond
- 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 Toitū Te Reo goals
- Create and maintain a register of colleagues who have expressed an interest in advancing Toitū Te Reo initiatives
- Seek regular feedback as part of the Office of the Deputy Vice Chancellor Māori 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 Deputy Vice Chancellor Māori.
- Provide excellent and reliable project management to advance the priorities of the Toitū Te Reo Workstream ensuring the achievement of intended outputs and deliverables

EXPECTED
OUTCOMES

- 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 Māori Strategic Framework
- A kaupapa Māori approach is applied to the oversight and management of the Workstream, utilising tikaka, te reo and mātauraka Māori
- Ensure work is completed on time and to a high standard
- Ensure the reputation of the Office of Deputy Vice Chancellor Māori and Ōtākou Whakaihu Waka is upheld at all times
- Maintain compliance with relevant University policies and procedures

KEY
RELATIONSHIPS

- Director, Office of Māori Development
- Te Tumu School of Māori, Pacific and Indigenous Studies
- Dean, Graduate Research School
- Associate Deans Māori
- Pro-Vice-Chancellors and their strategy teams
- Pae Tata Strategy and Implementation Leads
- Senior Strategic Leader Māori, Human Resources
- Senior Strategic Advisors Māori
- Manager, Te Huka Mātauraka
- Te Poutama Māori (Co-Chairs & Executive)
- Māori Professional Staff Network
- Strategy, Analytics and Reporting Office
- Quality Advancement Unit

QUALIFICATIONS &
EXPERIENCE

- Essential
- A tertiary qualification
 - Excellent understanding of the tertiary education sector
 - Demonstrated commitment to and expertise in Te Tiriti o Waitangi
 - Advanced 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 Indigenous language revitalisation strategies
 - Expertise in engaging with and collaborating across diverse groups to reach agreement and influence change
 - Excellent oral and written communication and facilitation skills in te reo Māori and English

- 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

Essential

- 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

MĀORI STRATEGIC
FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's 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.