

UNIVERSITY OF OTAGO  
Ōtākou Whakaihu Waka

**JOB DESCRIPTION**

<b>ROLE TITLE:</b>	Kaituitui Mātauraka – Academic Coordinator
<b>DEPARTMENT:</b>	Māori Health Workforce Development Unit
<b>SCHOOL / DIVISION:</b>	Division of Health Science
<b>REPORTS TO:</b>	Director, Māori Health Workforce Development Unit
<b>DIRECT REPORTS (FTE):</b>	Nil
<b>INDIRECT REPORTS (FTE):</b>	Tutors: Up to 40 teaching staff (varying hours)

**PRIMARY PURPOSE OF THE ROLE:**

Design and deliver an academic programme that meaningfully contributes to the academic success, retention, and overall student experience of tauira Māori studying at the University of Otago.

Actively support the delivery of programmes and academic initiatives offered through Te Huka Mātauraka (THM) and with the Māori Health Workforce Development Unit (Division of Health Sciences), to ensure Māori students across the University, with a particular focus in Health Sciences degrees and majors, receive high-quality, coordinated academic support.

Ensure that excellent academic subject-matter expertise is sourced, supported, and integrated into the programme in ways that uphold the University's commitment to tauira Māori, contribute to the goals of the Māori Strategic Framework, and reflect the responsibilities of a Tiriti-led institution.

**2. ACCOUNTABILITIES:**

- Working with Te Huka Matauraka – The Māori Centre
- Design and deliver a successful academic tutorial programme each semester
- Manage Kaituitui Mātauraka activities for tauira Māori, tutorial and teaching staff, by providing oversight for these activities and being the key point of contact and liaison for them
- Manage the recruitment process and appointment of teaching staff. Ensure staff are successful inducted into their new role
- Provide oversight, care and support, of tutorial staff
- Be the key point of contact and coordination for tutorial staff
- Coordinate registration and streaming processes of all enrolled tauira
- Provide support and advice to the Academic Programme Assistant in Kōhatu
- Coordination and provision of appropriate pastoral care and information regarding available resources and support and escalate as appropriate
- Monitor attendance and follow up on non-attendance
- Analyse and report on success outcomes
- Prepare and deliver presentations and reports. Undertake analysis and produce a monthly management report on notable activities that have taken place, and that are upcoming at

- the University, and those associated with international partners and other institutions of interest
- Develop and maintain a good working knowledge of Te Huka Mātauraka key services, strengths, and student development, pastoral care and extracurricular offerings. Contribute information appropriately at meetings so Te Huka Mātauraka interests and strengths are reflected in plans and arrangements.
- Liaise and coordinate with appropriate departments and stakeholders
- Build and maintain highly effective relationships within teaching departments
- Build and maintain highly effective relationships within all the support departments especially timetables
- Undertake activities and projects in a timely and customer focused manner. Analyse and action complex requests in order to prioritise matters and take action to facilitate or provide resolution and problem solving.
- Develop and promote feedback channels and regularly seek feedback from stakeholders to gauge the impact, success and client(s) satisfaction.
- Build and sustain collaborative working relationships and networks with external partner organisations and stakeholders to achieve constructive partnerships at an operational level, and to support strategic initiatives and the advancement of the Te Huka Mātauraka strategies.

#### Working with the MHWDU

- Maintain an up-to-date awareness of MHWDU activities, programmes, and events to support effective planning and coordination, and to minimise duplication or timetable clashes wherever possible.
- Work collaboratively with the MHWDU to coordinate academic support and exam preparation activities for Māori Health Sciences students, ensuring alignment of tutorials, workshops, and study resources across both teams.
- Contribute to the preparation and development of MHWDU programme reports, including providing relevant information, insights, and data as required.

### 3. KEY RELATIONSHIPS:

#### Internal

Tumuaki Te Huka Mātauraka  
 All kaimahi within Te Huka Mātauraka  
 The Māori Health Workforce Development Unit  
 All departments teaching in the Programme  
 All members of Student Services  
 Pacific Island Centre  
 Office of Māori Development  
 Residential Halls including Uniflats and Locals

#### External

Otago University Students Association  
 Te Rōpū Māori  
 Māori Student Associations at other Universities

#### **4. QUALIFICATIONS & EXPERIENCE:**

##### Essential

- Qualification or body of knowledge appropriate to the role.
- Considerable experience in coordinating, implementing and delivering high quality engagement events and activities.
- High degree of sensitivity and the ability to positively foster and build working relationships with a broad spectrum of people.
- Proven experience working autonomously, prioritising and managing multiple activities.
- Must be an experienced coordinator of significantly sized kaupapa
- Strong understanding of Te Tiriti and the responsibilities a tertiary institution hold.
- Strong advocate of tauira

##### Preferred

- Tertiary qualification relevant to the role.
- Tertiary education sector experience.
- Experience in teaching or tutoring

#### **5. TECHNICAL SKILLS & KNOWLEDGE:**

##### Essential

- Proficiency of te reo me ona tikaka.
- Skilled in whakawhānaukataka and manaaki
- Strong working knowledge of an academic institution
- Strong organisational skills and high attention to detail.
- Highly developed communications skills and networking skills.
- Must be proficient in Microsoft suite applications, Teams, Zoom and database management.
- Must have exceptional planning, co-ordination, risk management skills and experience.
- Demonstrate experience of effective responsiveness when immediate and significant change is required.
- Must be able to analyse and report on data that demonstrates a range of information to ensure pitch and focus is on point.

##### Preferred

- Experienced in Evision
- Experience in Business Objects

**6. SPECIAL REQUIREMENTS:**

From time-to-time Te Huka Mātauraka run events outside normal hours. It is an expectation that all staff function like a whānau and tautoko these events as other members will do for this role's events.

**7. DIRECT BUDGET ACCOUNTABILITY:**

This role is responsible for tracking tutors hours, entering and approving timesheets and arranging departmental payments.

**8. MĀORI STRATEGIC FRAMEWORK**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

**9. 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.

**10. 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.

**11. 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.