

UNIVERSITY OF OTAGO
Ōtakou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE: Kaiārahi/Outreach and Transition Programme Coordinator (Te Ara Hauora)

DEPARTMENT: Māori Health Workforce Development Unit (MHWDU)

SCHOOL / DIVISION: Division of Health Sciences

REPORTS TO: Director/Manager of MHWDU

BACKGROUND:

The Kaiārahi / Māori Student Outreach Programme Coordinator plays a key role within a kaupapa-driven team committed to growing Māori success in Health Sciences. The Māori Health Workforce Development Unit (MHWDU) leads a range of initiatives that support Māori students into, through, and beyond Health Sciences study, with the long-term goal of increasing the number of Māori health professionals and health researchers across Aotearoa.

This role focuses on the early stages of the Māori health workforce pipeline, leading outreach and recruitment activities through the Te Ara Hauora programmes. The Kaiārahi works closely with Māori secondary school students, whānau, and schools to build interest, confidence, and readiness for Health Sciences study. Recruitment efforts are targeted toward core Health Sciences degrees and Health Professional Programmes where increasing Māori representation is a strategic priority, including Physiotherapy, Pharmacy, Medical Laboratory Science, Oral Health, Dental Technology, Radiation Therapy, the Bachelor of Health Sciences, and the Bachelor of Biomedical Science.

This position is offered at 0.6–1.0 FTE, with flexibility to determine the final FTE for the right candidate. It is well-suited to someone passionate about Māori education, youth development, and creating clear, supportive pathways for Māori entering the Health Sciences.

Te Ara Hauora Programmes aim to strengthen Māori aspirations in NCEA science learning through hands-on science and mātauranga Māori engagement, while also demystifying university pathways. This includes supporting initiatives such as Year 13 REACH and other recruitment-focused activities designed to promote awareness of Health Sciences First Year (HSFY), Health Sciences Degrees and Health Professional Pathways.

MHWDU Programmes: This role also provides support and assistance across other MHWDU pipeline programmes where required, including Kahikatea (bridging and transition), Te Whakapuāwai (First Year support), and Tū Tauira Hauora (retention and progression in degree-level study), contributing to a cohesive, well-connected Māori health workforce pipeline.

The role is suited to someone with a keen interest in Māori education and achievement, who enjoys teamwork and working with youth and young adults. The role will require some flexibility with some after-hours and weekend work over key periods.

1. PRIMARY PURPOSE OF THE ROLE:

To contribute to the effective delivery of MHWDU programmes focused on Māori student recruitment, retention, and achievement in Health Sciences at the University of Otago, in particular strengthening Māori secondary school students' preparedness for Health Sciences pathways and increasing awareness of Health Sciences First Year (HSFY), core Health Sciences degrees, and Health Professional Programmes.

2. ACCOUNTABILITIES:

MHWDU team and activities

- To actively participate across the range of activities of the Māori Health Workforce Development Unit, including Māori student support, programme development and operations, organising and participating in events with students and stakeholders.
- To develop a thorough understanding of the MHWDU strategic direction and operational plans.
- To establish and maintain relationships with key stakeholders associated with Te Ara Hauora outreach and the MHWDU.
- To assist with programme evaluations and report writing when required.
- To establish and maintain a thorough understanding of the secondary education sector assessment requirements and Otago University Entrance requirements.
- To provide regular updates to the lead/MHWDU Manager on programme progress and student welfare.
- To develop an excellent understanding of the relevant university policies and procedures.

Te Ara Hauora

- Support the design, coordination, and delivery of outreach initiatives that promote Health Sciences to Māori secondary school students.
- Promote awareness of Health Sciences degrees and Health Professional Programmes, with tailored messaging for key disciplines where increased Māori enrolment is a strategic priority (e.g., Physiotherapy, Pharmacy, Medical Laboratory Science, Oral Health, Dental Technology, Radiation Therapy, Bachelor of Health Sciences, and Bachelor of Biomedical Science).
- Support the MHWDU, REACH Programme and other school engagement initiatives.
- Contribute to programme improvements aimed at increasing Māori recruitment.

Programme Tracking and Monitoring

- Support the management of outcomes data for Te Ara Hauora programmes (qualitative and quantitative).
- Tracking and monitoring the progress of Māori students, ensuring accurate and up-to-date student records and data management.

3. KEY RELATIONSHIPS:

Internal

- Te Huka Mātauraka/ Māori Centre staff.
- Foundation Studies teaching and student support staff.
- Residential College teams.
- Health Sciences Departmental staff.
- Division of Science staff.

- School's Liaison Office.
- Otago University Scholarships office.

External

- Secondary schools networks and careers advisors.
- Local iwi and hapū.
- DHB Māori health workforce teams.
- Kia ora Hauora.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- A relevant tertiary qualification.
- A strong commitment to supporting Māori students achievement.
- The ability to work unsupervised.
- Some flexibility for after-hours work (agreed in advance).

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Excellent interpersonal and communication skills.
- Experience coordinating or leading programmes/events.
- An interest in Māori youth education and achievement.
- A strong grasp of Microsoft Office software, e.g., Word and Excel.

Preferred

- Proficiency in te reo Māori me ūnā tikanga is preferred but not essential.

6. SPECIAL REQUIREMENTS:

N/A

7. DIRECT BUDGET ACCOUNTABILITY:

N/A

8. MĀORI STRATEGIC FRAMEWORK:

Must 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. 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.

10. 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.