

**UNIVERSITY OF OTAGO  
Ōtākou Whakaihu Waka**

**JOB DESCRIPTION**

**ROLE TITLE:** Pacific Project Manager Te Moana Ora (1.0 FTE)

**DEPARTMENT:** Office of the Dean

**SCHOOL / DIVISION:** University of Otago, Christchurch

**REPORTS TO:** Associate Dean, Pacific, UOC

**DIRECT REPORTS (FTE):** n/a

**INDIRECT REPORTS (FTE):** n/a

**1. PRIMARY PURPOSE OF THE ROLE:**

- To establish the infrastructure required for the set-up and continued operation of Te Moana Ora -Pacific Hub UOC. To support the Associate Dean, Pacific at the University of Otago, Christchurch (UOC) in all activities that promote and strengthen Pacific staff, student and community engagement as aligned with the University of Otago's Pacific Strategic Framework. The role ensures reciprocal, values-based relationships that advance Pacific staff, student, and community outcomes.

**2. ACCOUNTABILITIES:**

- Establish physical and virtual Te Moana Ora Hub (TMO) at UOC.
- Establish and populate a UOC specific Pacific database of all Pacific staff/students, and their responsibilities, outputs and achievements.
- Establish connection with UOC departments. Liaise with departments to increase Pacific teaching/engagement.
- Support the Pacific Advisory Research Komiti activities.
- To ensure meaningful relationships between TMO and UOC departments and Pacific communities are maintained, developed and strengthened by creating the right setting for engagement, reciprocity and nurturing values-based relationships.
- Support engagement and coordinate activities with Pacific staff, students and the wider Pacific community by incorporating talanoa as a core approach to consultation, dialogue, and decision-making with Pacific communities.
- Advise the Associate Dean Pacific, of relevant appropriate information and activities within Pacific communities.
- Develop and promote ideas and initiatives for engaging UOC departments, Pacific staff, students and communities.
- Support the Pacific contribution towards UOC activities and events, and offer guidance for cultural training activities at UOC.
- Support UOC staff and students by providing relevant advice and information about culturally appropriate practices and protocols for engaging with Pacific communities.
- To perform relevant duties to support the University of Otago Pacific Strategic Framework.

### **3. KEY RELATIONSHIPS:**

#### Internal

- Associate Dean Pacific.
- TMO administration and staff.
- Head of Departments.
- Students.
- Pacific Researchers.
- Pacific Practice Fellows, Pacific Clinical Teaching Fellows.
- University Staff including Library, Shared Services and other Pacific staff.
- Pacific Advisory Research Komiti.

#### External

Pacific Public Health regional Lead, Te Whatu Ora.

Pacific Community and external stakeholders.

Health Networks.

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

Essential

Tertiary degree.

Knowledge of Pacific peoples and their customs.

Proven ability to establish and maintain networks with the Pacific peoples community.

Preferred

Experience working in a tertiary institution.

Previous Project Management experience.

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

Essential

- Knowledge, understanding and sensitivity of cultural and diversity issues with a focus on working with Pacific Peoples and appreciation of their culture.
- Excellent communication skills, oral and written.
- Excellent Interpersonal skills – ability to engage with people from a wide range of cultures and backgrounds.
- High level of computer literacy, especially Microsoft Word, Excel and Publisher.
- Ability to analyse data, review and evaluate programmes, write formal reports and recommendations.
- Consistent professional attitude and manner at all times including an understanding of confidentiality requirements when working with personal student information.
- Able to work independently and also function within a team.
- Ability to use initiative and problem solve.
- Strong organisational and time management skills.
- Adaptable and flexible.

### **6. SPECIAL REQUIREMENTS:**

Flexibility to work outside normal working hours if required.

### **7. DIRECT BUDGET ACCOUNTABILITY**

Nil

### **8. MĀORI STRATEGIC FRAMEWORK**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Te Tiriti o Waitangi 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.