

UNIVERSITY OF OTAGO
Ōtākou Whakaihū Waka

JOB DESCRIPTION

ROLE TITLE: Māori Community Liaison Officer – Kaitakawaeka Māori

DEPARTMENT: Te Huka Mātauraka Māori Centre

SCHOOL / DIVISION: Student and Academic Services

REPORTS TO: Tumuaki/Manager Māori Centre

DIRECT REPORTS (FTE): Nil

INDIRECT REPORTS (FTE): Nil

PRIMARY PURPOSE OF THE ROLE:

The purpose of this role is to connect, guide and engage with Māori students who are currently studying or are intending to study at the University of Otago by:

- Providing quality recruitment presentations inclusive of whānau and wider communities.
- Providing quality support services information for prospective and current Māori students enrolled at the University, including advice on academic matters, accommodation, scholarship information, finances and career opportunities.

ACCOUNTABILITIES:

- To role model the principles and values underpinned by the Treaty of Waitangi.
- To develop strong relationships with Iwi Māori, particularly iwi that have a Memorandum of Understanding (MOU) with the University of Otago.
- To promote the values and goals of the Māori Strategic Framework.
- To develop and maintain strong relationships with mana whenua.
- To promote Te reo Māori me ōna tikanga.
- To work collaboratively with the School Liaison's team and school career advisers in agreed regions to ensure potential Māori students receive prompt, appropriate and specific course information and planning.
- To co-ordinate orientation visits and develop cultural, innovative programmes for intending Māori students.
- To promote the Māori Centre as a focal point for Māori student's learning and support assistance.
- To participate with programmes and initiatives aimed at improving the recruitment and retention of Māori students at Otago.
- To encourage Māori students to register and attend the mentoring and tutorial programmes at the Māori Centre in conjunction with the programmes offered by the University of Otago.

KEY RELATIONSHIPS:

Internal

- Manager, Māori Centre.
- Director of Student and Academic services.
- Kaiwhakahaere Tari/administrator, Academic Coordinator, Māori Counsellors, Mentoring and Māori Orientation coordinator.

- Schools Liaison teams in Dunedin, Wellington and Auckland, Staff within the Careers Office, Accommodation Services, Disabilities Information and Support, Recreation Services, University Union, Pacific Island Centre, Student Health and Counselling, Campus Watch.
- Office of Māori i Development, University staff and course advisors, both academic and general.
- Te Tumu, Māori Postgraduate Students Coordinator, Departmental Kaiawhina Māori, Te Roopū Māori, Māori Student Groups and Associations, OUSA, Hereaka, Finance One, Ask Otago, PCard Administrator, AV support, live stream technical team, Student Experience Administration (graduation), Timetables, Conference and Events, Executive Assistant Division of Commerce.

External

- College and Secondary school staff and School Career Advisers.
- Māori secondary schools' students, regional and national.
- Ministry of Education.
- Te Rōpū Takawaenga Māori o Ngā Kura Mātauranga o Aotearoa Inc.
- Local Runaka.
- Te Runanga o Ngai Tahu Corporation.
- Māori support networks at other institutions.
- Otago Polytechnic, Te Punaka Ōwheo.
- Ministry of Health (Hauora Māori Scholarships), Māori Education Trust.

QUALIFICATIONS & EXPERIENCE:

Essential

- Commitment to the principles of the Treaty of Waitangi.
- University degree or relevant qualification from a tertiary institution and knowledge of a university/tertiary environment.
- Sound knowledge and understanding of tikanga and Te Reo Māori.
- Effective, strong, written verbal and presentation skills – a sense of humour.
- Excellent interpersonal skills with internal and external networks.
- Clear evidence of working in and fostering a 'team' approach in the workplace environment.
- Proven leadership and motivational skills – engaging students.
- Computer literate e.g. spreadsheets, internet and email.
- Must be able to travel out of Dunedin and hold a full and current driver's licence.
- Significant knowledge and experience in secondary education and knowledge of NCEA requirements.
- Ability to work effectively with students, parents, whānau and teachers.

Preferred

- Fluent speaker of Te reo Māori.
- Current Māori networks in place.
- Established relationships with secondary schools, whānau, hapū and iwi communities both locally and nationally throughout New Zealand.
- Previous liaison experience.
- Experience working in the community and Marae environment.
- Sound knowledge and understanding of the University networks.

TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Computer literacy – word, excel, Office 365.
- Social media platforms.
- Zoom meetings.
- Mobile Apps.
- Operating lecterns in lecture theatres.

DIRECT BUDGET ACCOUNTABILITY:

- To ensure traveling and other expenses are within the annual budget set.
- To ensure all resources ordered and invoices are within the Centre budget restraint.
- To ensure receipts/invoices are accurate from traveling expenditure and all others are recorded accurately and implemented to Finance One coding.
- To ensure MyPCard monthly expenditure with all receipts is submitted within three days of deadline to the Office Administrator for Managers sign off.
- Allocation of MyPCard authority and signing authority for payment up to \$3000.
- Reporting of expenditure and activities within the timeframes required by the Māori Centre Manager.
- To allocate tasks to casual staff and supervise these duties as directed by the Centre Manager.

EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

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.

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.