JOB DESCRIPTION

Te Pou Whakapakari o Ngā Kura ā Iwi o Aotearoa
"E kore au e ngaro, he kākano i ruia mai i Rangiātea"

Ngā Kura ā Iwi o Aotearoa Inc. (NKAI) is a constituted body that represents and supports tribal schools that affiliate to our organisation voluntarily. We identify ourselves using the term 'iwi' to denote our descent from an eponymous ancestor.

Te Tihi o Angitū – Pinnacle of Success

The focus in all our direction is on well-being and achieving the pinnacle of excellence for our children, grandchildren (uri) and all stakeholders of Ngā Kura ā Iwi by utilising the greatest gifts left to us by our forebears – **Culturalcy**.

Primary purpose of the Pou Whakapakari role

The Pou Whakapakari provides a range of high level advocacy, coordination and project support services to Ngā Kura ā Iwi with a particular focus on the leadership of the

- Professional Development Arm of Ngā Kura ā Iwi
- Development of the Tihi o Angitu Progressions Framework
- Supporting other NKAI initiatives where necessary

Th successful person will have the ability to develop and implement strategies to support the achievement of NKAI's vision, strategic and operational objectives.

Key Responsibilities:

➢ To work in conjunction with all Ngā Kura ā Iwi schools and their Iwi partners to develop, advance and progress the strategies and programmes prepared by Ngā Ringa Raupā Executives (NRRE) for implementation.

➢ Support the CEO by leading the establishment and operations of the Professional Learning and Development Arm of Nga Kura ā Iwi.

➢ Support the CEO by leading the development and implementation of the Tihi o Angitu Progressions Framework.

➢ Represent Ngā Kura ā Iwi at key MOE forums that align with your position.

➢ Implement, monitor and report to the CEO on Pou Whakapakari operational and project plans to inform decision making and support achievement of organisational objectives

➢ Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning

➢ Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation

➢ Lead key projects and initiatives to support the achievement of NKAI's strategic and operational objectives . The priority projects to be led by the Pou Whakapakari are;

- o NKaI initiatives focused on Tumuaki and teacher PLD
- o NKAI teacher training programme development
- o NKAI Tihi o Angitu Progressions Framework development and implementation
- o NKaI teaching and learning focused initiatives in the regions, at the leadership conference and the national conference
- ➢ Support the design, implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- ➢ Support the CEO to deliver the goals and objectives as set out in the NKaI Annual Operational Plan.

Key challenges

Anticipating and addressing issues and providing accurate advice on complex issues and legislation, sometimes within tight timeframes, given the need to collect and comprehend information from a range of sources whilst maintaining confidentiality and exercising diplomacy.

Working Relationships:

The Pou Whakapakari is directly accountable to the CEO

The Pou Whakapakari will report to Ringa Raupa Exec and MOE via the CEO report and will provide expert plans, reports and advice

Pou Whakapakari will interact with NKaI key stakeholders and will provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes

Key Relationships
Enhance key relationships – Ngā Kura a Iwi schools and their Iwi partnerships

Capabilities for the Role
Below is a list of capabilities and the level required for this role. The capabilities in **bold** are the focus capabilities for this role. See below for further information.

NKAI Organisation Capability

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Capable
	Act with Integrity	**Advanced**
	Manage Self	**Advanced**
	Value Diversity	Advanced

	Communicate Effectively	**Advanced**
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Capable
	Deliver high level and proactive service to clients	**Advanced**
	Deliver results	Capable
	Plan and Prioritise	Capable
	Think and Solve Problems	**Capable**
	Demonstrate Accountability	Capable
	Finance	Capable
	Technology	**Advanced**
	Procurements and Contract Management	Capable
	Project Management	**Advanced**
	Manage and Develop People	Capable
	Inspire Direction and Purpose	Capable
	Optimise Business Outcomes	**Capable**
	Manage Review and Change	Capable

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NKAI Capability Framework

Group and capability	Level	Behavioural Indicators
Personal Attributes **Act with Integrity**	Advanced	▪ Represent the organisation in an honest, ethical and professional way ▪ Set an example for others to follow and identify and explain ethical issues ▪ Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships **Communicate Effectively**	Advanced	▪ Present with credibility, engage varied audiences and test levels of understanding ▪ Translate technical and complex information concisely for diverse audiences ▪ Create opportunities for others to contribute to discussion and debate ▪ Actively listen and encourage others to contribute inputs ▪ Adjust style and approach to optimise outcomes ▪ Write fluently and persuasively in a range of styles and formats
Relationships **Influence and Negotiate**	Adept	▪ Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders ▪ Encourage others to talk, share and debate ideas to achieve a consensus ▪ Recognise and explain the need for compromise Influence others with a fair and considered approach and sound arguments ▪ Show sensitivity and understanding in resolving conflicts and differences ▪ Manage challenging relations with internal and external stakeholders ▪ Pre-empt and minimise conflict
Results **Think and Solve Problems**	Capable	▪ Research and analyse information, identify interrelationships and make recommendations based on relevant evidence ▪ Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option ▪ Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness ▪ Identify and share business process improvements to enhance effectiveness
Business Enablers **Project Management**	Capable	▪ Prepare clear project proposals and define scope and goals in measurable terms ▪ Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements ▪ Prepare accurate estimates of costs and resources required for more complex projects ▪ Communicate the project strategy and its expected benefits to others ▪ Monitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to

NKAI Capability Framework		
Group and capability	**Level**	**Behavioural Indicators**
		inform future projects
People Management **Manage and Develop People**	Capable	▪ Ensure that roles and responsibilities are clearly communicated ▪ Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks ▪ Develop team capability and recognise and develop potential in people ▪ Be constructive and build on strengths when giving feedback ▪ Identify and act on opportunities to provide coaching and mentoring ▪ Recognise performance issues that need to be addressed and work towards resolution of issues

Health and Safety

- Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.
- Reports all hazards, accidents, near misses, or unsafe conditions to Ngā Ringa Raupā Executive and Health and Safety Representative as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.
- Is knowledgeable and complies with all Ministry Health and Safety policies and guidelines.

Desirable

- Fluent in Te Reo Maori me ōna Tikanga
- A tertiary qualification with a significant component in Education or other relevant disciplines is preferred
- Understanding of education systems in New Zealand, and relevant education legislation
- Understanding of iwi partnerships, kaupapa Māori education
- Deep understanding of the Professional Learning and Development environment nationally including MOE processes
- Knowledge of, and experience in working with both qualitative and quantitative data and analysis.
- Knowledge of how school principals operate and their responsibilities to meeting Ministry of Education requirements.
- Knowledge of NKAI network and how the organisation works
- Up to date knowledge of school requirements for NCEA and Ngā Whanaketanga
- Strong knowledge of NZQA protocols and practices for NCEA
- Strong knowledge of MoA
- Possible Iwi links already formulated with Iwi linked to the NKAI organisation.
- Well established iwi links and networks.