

## JOB DESCRIPTION

Executive

**Kaiārahi – Director Māori**

**Position:** Full time

### BACKGROUND INFORMATION

Te Wānaka o Ōtautahi (Christchurch Polytechnic Institute of Technology [CPIT]) is the largest ITP (Institute of Technology and Polytechnic) in the South Island of New Zealand. Te Wānaka o Ōtautahi primarily serves the Canterbury region through the provision of professional, applied and vocational tertiary education programmes. It is a key part of a national network of tertiary education provision through which the Māori Education Strategy 2007 and the Tertiary Education Strategy 2007-2012 will be primarily delivered. In playing its part in the national network of provision, Te Wānaka o Ōtautahi works closely with other tertiary institutions, government and community agencies to identify and meet the education and research needs relevant to the aspirations of Māori in Ōtautahi.

Te Wānaka o Ōtautahi (Christchurch Polytechnic) signed a Partnership Agreement with Te Runanga o Ngāi Tahu in 1996. In this agreement the mana whenua status of Ngāi Tahu in the rohe of Te Wai Pounamu is acknowledged. The agreement also recognises Ngāi Tahu's duty of manaaki ki nga Manuhiri which is respected by Te Wānaka o Ōtautahi. The mana whenua status and responsibility of manaaki ki nga Manuhiri of Ngāi Tahu are key considerations for Te Wānaka o Ōtautahi and, therefore, for the Kaiārahi in decision-making on matters relating to Māori in Ōtautahi. Despite this, both Te Wānaka o Ōtautahi and Te Runanga o Ngāi Tahu recognise and respect the diverse strengths and contributions that each party brings to the partnership and also that each has individual autonomy and responsibilities. This partnership is extremely important to Te Wānaka o Ōtautahi and the role of Kaiārahi is key to meeting the aims and the purpose of this partnership.

The Kaiārahi is, therefore, a key leadership position at Te Wānaka o Ōtautahi and is expected to demonstrate this across the institution, including the provision of advice to both the Chief Executive and the institution's Council. The Kaiārahi is also responsible for ensuring that there are strong links between Te Wānaka o Ōtautahi and all the Māori communities that CPIT works with. The influence and leadership required of this position is a significant factor in Te Wānaka o Ōtautahi being able to achieve positive outcomes for Māori in Ōtautahi.

The Kaiārahi position itself is part of Te Wānaka o Ōtautahi's commitment to be a tertiary education institution that meets the needs of Māori.

### **Te Puna Wanaka**

Te Wānaka o Ōtautahi has created a faculty, Te Puna Wānaka, specifically for teaching and research in Matauranga Māori.

Through Te Puna Wānaka, Te Wānaka o Ōtautahi recognises the unique and special place of Māori in Aotearoa. Te Puna Wanaka aims to gain national recognition as a centre of excellence in the teaching of Te Reo and Tikanga Maori. The Kaiārahi is responsible for leading Māori development and implementation across Te Wānaka o Ōtautahi and therefore has an important leadership role to play working closely with the Dean of Te Puna Wānaka to achieve the institution's goals.

## **PROFILE**

Although the Kaiārahi may not necessarily be Ngāi Tahu, she/he will:

- Have effective links/networks with Ngāi Tahu and the wider Māori community.
- Be capable of enhancing the tertiary education opportunities at Te Wānaka o Ōtautahi for Māori katoa.
- Have a high level of competency in Te Reo Māori and Tikanga.
- Be able to foster and develop the partnership between Te Wānaka o Ōtautahi and Ngāi Tahu.
- Be capable of representing Te Wānaka o Ōtautahi on the Te Tapuae o Rēhua Board of Studies, and facilitate CPIT initiatives with Te Tapuae o Rēhua.
- Enhance the partnership (and the relationship) between the Institute and Ngāi Tahu, and the activities of Te Tapuae o Rēhua.
- Be able to enhance the relationship between Te Wānaka o Ōtautahi and the wider Māori community.

The Kaiārahi will also:

- Have a high level of academic standing in the tertiary education community.
- Be able to contribute positively to the Te Wānaka o Ōtautahi Management Team.
- Act in the best interests of Te Wānaka o Ōtautahi.
- Have significant knowledge and experience in the tertiary education sector in a senior management position.
- Be willing to commit to the CPIT Staff Profile which outlines CPIT's vision and mission statement and the attributes staff members are required to achieve.

## **RESPONSIBLE TO**

- Chief Executive

## **RESPONSIBLE FOR**

- Providing advice to the Chief Executive and Council as required on matters concerning Māori.
- The development of strategies, plans, policies and procedures which reflect and enhance relationships with the tertiary education providers and improve outcomes at Te Wānaka o Ōtautahi for Māori.
- The development of new initiatives which respond to tertiary education aspirations of Māori katoa.
- Effective Te Wānaka o Ōtautahi consultation with Ngāi Tahu, the wider Māori community, and agencies that work with Māori.
- Advise, support and facilitate development for Māori within Te Puna Wānaka and across the Institute.
- Te Wānaka o Ōtautahi participation in and outcomes from Te Tapuae o Rēhua membership.
- Making a full contribution as a member of the Management Team.
- Other duties as agreed with the Chief Executive.

## **FUNCTIONAL RELATIONSHIPS**

### **Within CPIT**

- CPIT Council
- Division Directors and Faculty Deans
- CPIT staff
- Students and their Association (CPSA)

### **Externally**

- Te Runanga o Ngāi Tahu
- Te Tapuae o Rēhua
- Māori within the community
- Agencies working with and/or for Māori development

## **KEY OUTCOMES**

### **Planning**

- Contributions to the strategic and annual business plans relating to developments in Māori tertiary education at Te Wānaka o Ōtautahi (including Māori research and development) and ensure that appropriate consultation is undertaken in doing this.
- Recognised as directly contributing to the improvement in the uptake of Te Wānaka o Ōtautahi programmes and courses among Māori.
- Recognised as a leader in global and national policy development on education for Māori.
- Provides leadership and support to faculties on the implementation of the Partnership Agreement with Ngāi Tahu and Te Tapuae o Rēhua.
- Actively serves as a member of the Academic Board and the Te Tapuae o Rēhua Board of Studies.

### **Financial and Resource Management**

- Prepares and negotiates an annual budget, including capital expenditure, and monitor by spending category, keeping total expenditure within the budget.

### **Communication and Reporting**

- Prepares regular update reports to the Chief Executive and Management Team as agreed with the Chief Executive and Council.
- Provides regular communications to local Māori communities about Māori tertiary education initiatives at Te Wānaka o Ōtautahi which fit within communication standards and assist in the achievement of Te Wānaka o Ōtautahi's strategic goals.

### **The effective Kaiarahi will**

- Exemplify professional management practice.
- Be competent in managing change.
- Be a leader in Te Wānaka o Ōtautahi and in the community.
- Be self managing.
- Be a role model for all staff, the Māori community and students with whom she/he is in contact.

## **LIMITATIONS ON AUTHORITY**

Limitations on authority will be discussed with and approved by the Chief Executive.

## **PERFORMANCE REVIEW PROCEDURE**

- 1 The annual review process involves these sources of input:
  - 1.1 Documentation and other materials submitted by the employee, after conducting an agreed review process.
  - 1.2 Assessments made by the Chief Executive after consultation with other members of the Management Team.
- 2 Performance measures will be agreed with the Chief Executive but will include:
  - 2.1 Achievement of Strategic and Business Plan objectives.
  - 2.2 Measurable tertiary education outcomes for Māori at Te Wānaka o Ōtautahi.
  - 2.3 Te Runanga o Ngāi Tahu and Māori community satisfaction with Te Wānaka o Ōtautahi's consultation and performance in delivering tertiary education to Māori.

## FOR YOUR INFORMATION

### 1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Staff Profile.

### 2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

### 3 CPIT Staff Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

### 4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions, eg a hearing test for those involved in engineering workshops.

### 5 Employment Terms and Conditions

Appointment is within the terms of employment law and an individual agreement will be negotiated with the successful applicant.

## APPLICATION DETAILS

Applications for Appointments must be marked:

**Kaiārahi – Director Māori**

**Ref. CD3620**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
PO Box 540  
**CHRISTCHURCH**

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03-9408623  
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications close  
Monday 4 May 2009***

*The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.*