

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

**Paihere Taura, Māori Liaison Coordinator
Te Wānanga o Ngā Kete, Division of Arts, Law, Psychology, and Social Sciences
(ALPSS)**

Vision

We will

- Deliver a world-class education and research portfolio.
- Provide a full and dynamic university experience which is distinctive in character.
- Pursue strong international linkages to advance knowledge.

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS) includes Te Kura Toi the School of Arts, Te Kura Aronui the School of Social Sciences, Te Kura Whatu Oho Mauri the School of Psychology, and Te Piringa the Faculty of Law. The Division also contains two research institutes: Te Ngira the Institute for Population Research (IPR) and Te Puna Haumaruru the New Zealand Institute for Security and Crime Science (NZISCS).

The Pro Vice-Chancellor has responsibility for the overall direction of the Division's activities.

This position is located in the IJK Block offices with the expectation to be accessible and visible in the N Block building, and forms part of the administrative team of the Associate Dean Māori in ALPSS Division.

2. POSITION PURPOSE

To assist in developing a supportive learning environment for Māori students within the Division.

Provide and coordinate effective Māori student support services to Māori students enrolled in the ALPSS Division, with the aim of improving retention, achievement and completions.

Implement initiatives and oversee the daily operations of Te Pūoho with the focus to support and implement strategies as required and identified with ALPSS, based on the aims and objectives of the Deputy Vice-Chancellor Māori Office (including UOW wide Rautaki Māori - Māori strategic plan, Equity Fund initiative) and the ALPSS Division strategic plan.

Work collaboratively with ALPSS student services, Te Puna Tautoko and the wider University student support network to support Māori students to navigate and successfully access support as required. Identify and report barriers of engagement and learning for Māori students in ALPSS to Māori Student Success – Senior Advisor.

3. ACCOUNTABILITY

The Paihere Tauira - Māori Liaison Coordinator is responsible to the Māori Student Success – Senior Advisor. Both these positions are responsible to the Associate Dean Māori.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Associate Dean Māori, Te Wānanga o Ngā Kete
Division Director
Pro Vice-Chancellor (PVC), Te Wānanga o Ngā Kete
Senior Student Advisors
Dean of Law
Heads of School
Māori Mentors
Māori Student Councillor
Deputy Vice Chancellor Māori Office Staff
Student Experience and Outreach Coordinator
Te Puna Tautoko

External: Māori community and organisations

5. KEY TASKS

5.1 Māori Student Support

To work with academic and general staff in ALPSS, providing a supportive environment for Māori students in the Division, including:

- Monitoring the day operations of Te Pūoho hubs within ALPSS.
- Develop and coordinate appropriate support systems in line with the aims and objectives of the Deputy Vice-Chancellor Māori Equity Paihere programme and functions; including facilitation, monitoring and developing programmes for Māori students at undergraduate level and participate actively towards the retention and support of Māori students.
- Work with Māori students and staff to provide for the welcoming of new Māori students to the Division, according to tikanga Māori to host ongoing events that enable Māori students to develop support networks.
- Recruit, train, employ and supervise appropriate senior Māori students to act as Whītiki Tauira (Māori Mentors) for Māori students within ALPSS in consultation with the Māori Student Success – Senior Advisor and Associate Dean Māori.
- Attend and actively participate/contribute at regular meetings of Te Puna Tautoko and provide feedback to Māori students in ALPSS on the initiatives of Te Puna Tautoko.
- Provide study advising for first year Māori students.
- Provide enrolment and programme planning advice at the request of Māori students, encouraging early enrolment to continuing students and finalising their enrolment for the year.

5.2 Strategic Planning

- Provide information to the Māori Student Success – Senior Advisor to assist with the development of a strategic plan to improve successful completion rates for qualification at degree level and higher for Māori students.

5.3 Financial

- Liaise with Scholarships office, Iwi and the profession with regards to existing and possible new areas of funding for Māori scholarships and research awards for Māori Students.

5.4 Administrative Support

- Provide advice to Māori students on admissions, enrolments and programme planning.
- Attend and encourage student participation at relevant events and hui that align to the aims and objectives of the Deputy Vice-Chancellor Māori Office.

5.6 Other

- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

NOTE: Staff have an annual professional goal setting interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Paihere Taura - Māori Liaison Coordinator will be performing satisfactorily when:

- A supportive environment for all Māori students is facilitated and maintained.
- Māori students including those identified as requiring support via the study advising initiative are provided with relevant support and followed up on a regular basis.
- An induction programme for all new Māori students and all Māori Student Groups is facilitated and maintained; and the Māori Mentors' room is effectively and equitably used.
- Assistance and information are regularly provided to appropriate members of the Division's Leadership Team to enable the production of a plan to improve successful completion rates for qualification at degree level and higher for Māori students is developed and maintained.
- A support system for Māori students undertaking or wishing to undertake Graduate study is provided and maintained.
- Relationships are created and maintained with the Deputy Vice Chancellor Māori office.
- External networks are developed with private, public, iwi and other organisations or individuals that create employment opportunities for Māori graduates are facilitated and maintained.
- The web is updated for information about mentoring to ensure that students are able to access information about support is provided.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A relevant tertiary qualification.

Preferred

- Teaching training.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- An understanding of Te Reo Māori and Māori Tikanga.
- An understanding of Māori students' needs and an ability to work closely with Māori students and staff.
- Computer literacy.
- Excellent organisational and administrative ability with a high level of accuracy.
- Previous experience of student support, tertiary education or other relevant fields.
- Ability to prioritise and meet deadlines.

Preferred

- Fluency in Te Reo Māori.
- Experience of bi-/cross-cultural processes.
- Previous experience in developing strategic initiatives.
- Previous experience in working with Māori organisations.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

PERSONAL QUALITIES

- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.
- Self-motivation and a pro-active approach.
- Excellent verbal and interpersonal communication skills.
- Ability to think independently.
- Demonstrated ability to contribute and operate in a team environment.
- High levels of professionalism when dealing with staff, student, outside agencies and communities.
- Familiarity with Te Reo Māori and Māori Tikanga.
- Cultural sensitivity.
- Capacity to accept responsibility and the flexibility to handle difficult situations.
- Respect the confidentiality of information held about students and staff.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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