The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

SENIOR WHĪTIKI TAURANGA

Reports to:	Paihere Tauira Māori Student Success Programme Coordinator ki Tauranga
Division:	DVCM
Tenure:	1 Year Fixed Term
Location:	Tauranga Campus
Date:	February 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

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

The Deputy Vice-Chancellor Māori provides strategic advice to the Vice-Chancellor on Māori matters, develops and sustains iwi relationships, develops the University-wide Māori strategic plan, and implements many high-level aspects of the plan. In addition, the Deputy Vice-Chancellor Māori delivers events for communities and stakeholders, University-wide initiatives in student mentoring and support, and Māori staff professional development. The Deputy Vice-Chancellor Māori sits on a number of university committees and has a research and supervision load. The Office of the Deputy Vice-Chancellor Māori provides the necessary infrastructure to support the work of the Deputy Vice-Chancellor Māori which has combined both strategic policy advice and design, and implementation of

university wide Māori programmes.

Te Pūoho is an initiative coordinated and monitored by the Deputy Vice-Chancellor Māori office. This programme and/or its activities are funded by the Māori Equity Fund, which is to improve Māori learners participation in, and achievement at, higher levels of the tertiary education system. The Office is committed to the purpose of the Māori Equity Fund by ensuring its use and adds value to the Māori student experience at the University of Waikato.

2. POSITION PURPOSE

Having regard to the University's objectives to support Māori students and to encourage their participation and achievement across all levels of study, the role will provide a welcoming, safe and supportive space for Māori Students seeking support in Tauranga.

3. FUNCTIONAL RELATIONSHIPS

Internal:

- Deputy Vice-Chancellor Māori
- Staff in the Deputy Vice-Chancellor Māori Office
- Māori Student Success Programme Coordinator Tauranga
- Māori Student Whītiki Tauira
- Director Tauranga Campus
- Student Services
- Paihere Tauira Coordinators
- Te Puna Tautoko
- Waikato Students' Union
- Māori Students and Māori Student Groups
- Māori Academic and General Staff
- Marketing and Communications Division
- Other University Staff

External:

- Key Māori Stakeholders
- Vendors for events

4. KEY RESPONSIBILITIES

4.1 Te Toka A Tirikawa

- Report to Paihere Tauira Māori Student Success Programme Coordinator Tauranga.
- Liaise closely with the Paihere Tauira Māori and/or Student Success Programme Coordinator and relevant staff members to ensure students visiting the Pūoho hub receive a seamless university experience including being up to date with DVCM events and expectations.
- Manage the workstreams, delivery and accountability of all Whītiki Tauira at the Tauranga Campus.
- Coordinate study groups, workshops, class visits and other relevant events within Te Toka A Tirikawa to promote Te Pūoho.
- Ensure effective and timely promotion and communication to staff and students of the support services, mentoring unit and associated activities and events, including keeping the social media pages relevant.

- Ensure consult data is being entered and that data is being entered correctly and in a timely manner.
- Provide regular support and guidance to the Whītiki Tauira team by facilitating regular hui to ensure strong communication and collaboration.

4.2 Māori ki Waikato programmes

- Liaise and provide advice to the Paihere Tauira Māori Student Success Programme Coordinator to ensure that activities cater to Tauranga students in current programmes. This includes but is not limited to Te Kāhui Pīrere, Te Āhurutanga, Te Toi o Matariki and MAI ki Waikato.
- Assist with Deputy Vice Chancellor Māori Office Events where required. This includes but is not limited to Kīngitanga Day, Te Wiki o Te Reo Māori and Graduation.

4.3 Office Administration

- Ensure good documentation and record keeping of all projects.
- Provide analysis of events and activities that can inform future work.
- Undertake review of existing programmes and initiatives and work with DVCM Office to inform and support planning for future programmes.
- 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.

4.4 Team Contribution

- Work effectively as a member of the Pūoho Te Toka a Tirikawa and Deputy Vice Chancellor teams, to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

4.5 Continuous Improvement

- Actively contribute to the ongoing development and improvement of university systems and processes.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

5. PERFORMANCE STANDARDS

Senior Whītiki (Tauranga) will be performing satisfactorily when:

- Māori students are well informed of, and have access to, culturally appropriate advice and support through the mentoring unit and other services on campus.
- Māori students are supported in their studies (including at graduate and post-graduate levels) and are aware of the initiatives run by the Deputy Vice-Chancellor Māori Office.
- Empirical data and student feedback informs Te Toka a Tirikawa's practice.
- Māori students are assisted and supported throughout their student experience.
- Safe and healthy work practices are followed.
- University policies, procedures, relevant work standards and statutory obligations are complied with.

- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with university policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

- Holds or is working towards a certificate, diploma, or bachelor's degree.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Basic understanding of te reo Māori.
- Knowledge of tikanga Māori.
- Demonstrated previous relevant work experience.
- Excellent oral and written communication skills.
- Demonstrated organizational ability and time management skills.
- Ability to respond proactively to a variety of situations.
- Good level ICT knowledge and competency in Microsoft Applications.
- Problem solving and trouble-shooting skills.
- High level of independence to carry out delegated tasks.

Preferred

- Fluency in te reo me ōna tikanga.
- Knowledge of the New Zealand University system.
- Competency in using social media platforms and creating digital marketing.

PERSONAL QUALITIES

- Ability to relate to a wide range of people in a helpful, pleasant, courteous and sensitive manner.
- The capacity to show initiative along with discretion and judgment.
- Respect for confidentiality of information.
- Ability to work well in a team environment.
- Friendly, courteous, outgoing personality.
- Genuine commitment to high quality client service.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.