Job Description

Position Title	Lecturer	**Team/ School:**	School of Undergraduate Studies
Position Holder		**Date**	August 2025
Reports to	National Programme Co-ordinator – Bachelor of Health Sciences Māori Nursing (Director of Nursing)	**Location**	Whakatāne, Wairoa
Agreed By (Please Sign)	Position Holder		
	Manager/Team Leader	Date	
	HR Manager	Date	

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│         Chief Executive         │
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│    Executive Director Academic   │
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│          Head of School          │
│ School of Undergraduate Studies  │
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│ National Programme Co-ordinator –│
│ Bachelor of Health Sciences Māori│
│  Nursing / Director of Nursing   │
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Lecturer	Lecturer/Student Nurse Educators	Co-ordinator – Student Placements	Kura Pouako Te Reo & Tikanga Māori
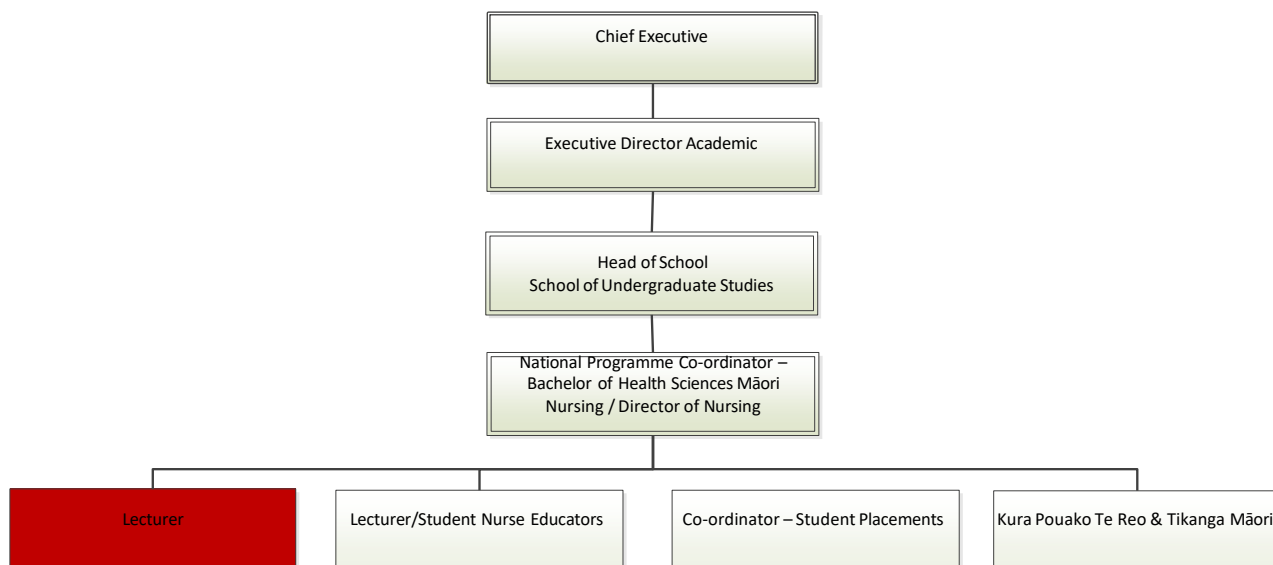
STATEMENT

The Wānanga:

- **is firmly committed to the principle of equal opportunity for all, and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.**
- **provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.**
- **is committed to providing a workplace free from harassment.**

PURPOSE OF POSITION

To assist in the delivery of te reo rangatira and tikanga Māori papers on the Te Ōhanga Mataora Paetahi: Bachelor of Health Sciences Māori Nursing in meeting its programme outcomes. This includes teaching, research and other general academic and administrative work. This position is also required to teach and support other sites and disciplines.

DIMENSIONS AND AUTHORITY

Staff   *None*

Financial: *Nil*

RELATIONSHIPS

Internal:

- School of Undergraduate Staff
- Programme Administration staff
- Academic Registry Staff
- Corporate Registry staff
- Other Staff
- Students

External:

- Mātaatua, Ngāti Awa
- Iwi and hapū
- Community and business organisations

KEY RESULTS AREAS

You will be expected to teach on the Te Ōhanga Mataora: Bachelor of Health Sciences Māori Nursing programme and teach related subjects within the Wānanga. The role of Lecturer encompasses the following major functions or Key Result Areas:

1. Teaching
2. Tangata Raukotahi Principles (Ngā Pou Uara o Tangata Raukotahi)
3. Research
4. Administration
5. Team and personal effectiveness
6. Effective Communication and client focus
7. General requirements of all Wānanga employees

Key Result Areas What am I meant to do?	How do I know I'm successful?

KRA 1: Teaching
 	
• Deliver quality education to our students.
 	
• The outcomes of courses taught exceeds the performance requirements of NZQA/Te Whare Wānanga o Awanuiārangi Academic Committee and other accreditation agencies
 	
• Provide tutorial support to student when required.
• Promote and teach on the Bachelor of Health Science Māori Nursing programme of Awanuiārangi throughout New Zealand as required.
• Recruit students to all and any Wānanga programmes as may be required from time to time.
• Demonstrate a commitment to te reo Māori, āhuatanga Māori me ngā tikanga Māori.
• Provide professional guidance to students on-campus, off-site locations, at noho marae and on field trips.
• Remain current in the use of the technology in education, teaching and learning knowledge and current learning practices. Contribute to and practice the dissemination of such knowledge within the programmes
	• Students are able to demonstrate a high level of knowledge and skills consistent with the course outlines.
	• Determined outcomes of the course/programme exceeded. Students follow a coherent learning programme evidenced by;
	    • Lesson plans
	    • Assessments
	• Students receive regular positive feedback on their progress evidenced by formal results and evaluations.
	• Students have adequate access to tutorial support and assistance with online and distance learning
	• Assist the marketing director to promote the programme as evidenced by increased student enrolments. Assist with off campus marketing activities.
	• Incorporate te reo Māori, āhuatanga Māori and tikanga Māori into the papers taught.
	• Participate in such activities. Evidenced by desk diaries, workbooks and meeting minutes. Agreed outcomes achieved.
	• Courses will reflect the best research and exemplary practices. Adopt and utilise the eWānanga Online Learning system for delivery support of programmes. Professional and development outcomes.
	• Positive student evaluations.

KRA 2: Tangata Raukotahi Principles (Ngā Pou Uara o Tangata Raukotahi) • Support Pou Whakataki Ōhanga (Head of Māori Nursing), Pou Mataora (kaiako) and tauira of Te Ōhanga Mataora in the normalization of all seven Tangata Raukotahi principles within kaupapa Māori nursing. • Promote, facilitate and assist in the ongoing development and application of Tangata Raukotahi framework and its seven key principles in both clinical and cultural settings. Tangata Raukotahi framework is the apotheosis and clear point of difference to Te Ōhanga Mataora.	• Feedback from Pou Whakataki Ōhanga is positive and confirms support in normalization of all seven Tangata Raukotahi principles. • Feedback from staff and students of the programme confirm ongoing development and application of Tangata Raukotahi framework. • Agreed developments of the framework are successfully implemented.

KRA 3: Research • Engage in and complete approved research projects. This might mean your own small-scale projects or as part of a team on larger School or discipline projects receiving external funding. Research workload will be negotiated and recorded in your annual workload plan.	• Participation in research projects, completion of milestone and final reports that exceed internal or external funding agencies expectations.
KRA 4: Administration • Participate in and contribute to the administrative processes in the Wānanga. • Undertake particular tasks and responsibilities to maintain the effective and efficient administration of the Institute and Schools whose programmes we deliver.	• Attendance at School, Programme, Academic Committee and Wānanga meetings, involvement in policymaking and implementation of policy. Evidenced by meeting minutes. • Maintain time frames for the efficient administrative management of the programme(s) as evidenced by written communications.
KRA 5: Team and Personal Effectiveness • Participates as a team member. • Provides relief to team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Where appropriate carries our co-ordination duties effectively and efficiently. • Continual updates own knowledge and skills relating to technology, administrative systems and other related to the position.	• Evidence of positive participation in, and contribution to team meetings and team effectiveness. • Team are supported as required. • Feedback evidences good communication is fostered with the team and other staff members. • Timely completion of Programme Academic Committee (PAC) duties. • Work processes are updated on an annual basis. • Professional development and training is undertaken as required.
KRA 6: Effective Communication and client focus. • Develop effective relationships with stakeholders, clients and external agencies through provision of information and development of effective communication channels in order to influence quality thinking internally and externally, advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working.	• Effective relationships are built and maintained with relevant stakeholders, clients and external agencies. • Effective communication with relevant stakeholders, clients and external agencies is maintained at all times. • The reputation of TWWoA is positively built and maintained. • A strong customer focus in maintained.

7. General Requirements of all Wānanga Employees

- Possess a student-centric work ethic. Actively seek to provide the best possible service to our students;
- Promote the Wānanga as a positive and dynamic learning environment;
- Strive for high student retention and success.
- Meet your obligations under the Health and Safety at Work Act 2015 by.
  - Being responsible for maintaining a safe and healthy workplace
  - Following health and safety rules, policies and procedures,
  - Reporting accidents, injuries and unsafe equipment, practices or conditions
  - Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.
- Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines;
- Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice;
- Comply with information and records management policies, standards, guidelines, and procedures;
- Be culturally aware and EEO in all aspects of work and development;
- Participate in the Wānanga appraisal process;
- Improve and develop yourself through training and professional development opportunities;
- Undertake any other key duties as agreed with your manager.

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of the Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	**Desirable**
- A minimum of a Masters' Degree relevant to the field of Tikanga me Te Reo Māori or Mātauranga Māori. - An adult teaching qualification. - A current, unrestricted private motor vehicle licence. - Licensed Māori Interpreter Qualification from Te Taura Whiri i Te Reo	- A PhD or equivalent qualification. - A teaching qualification.
Experience	**Desirable**
- Tertiary teaching experience relevant to Tikanga me Te Reo Māori or Mātauranga Māori. - Experience in the delivery of the prescribed courses and programmes specifically Tikanga me Te Reo Māori. - Mātauranga Māori practitioner amongst the community. - Te Reo Māori & tikanga Māori active participant on the marae. - Networks with relevant marae, iwi, hapū and/or marae, iwi, hapū or community groups. - Proven research experience including evidence of Mātauranga Māori relevant research practice.	Knowledge and experience teaching in the Wānanga sector.
Skills and Attributes	
- Te Reo Māori skills at an advanced level and an advanced knowledge and application of Tikanga Māori. - Demonstrated excellence in teaching, using a variety of skills and ranges of methodologies and techniques. - An expert communicator in both Te Reo Māori and English.	- Te Reo Māori fluency. - Communication skills and Māori translator when applicable.
Competencies	**Looks Like**
Values Alignment Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	- Examines and clarifies personal values and behaviours - Communicates and models' organisational values - Uses organisational values in decision-making - Manages own personal development and learning.

Tauira/Customer Service Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.	• Focuses on tauira/customer needs and meets or exceeds their requirements • Clarifies tauira/customer needs • Confirms satisfaction • Listens and empathises • Develops approaches that provide total solutions for tauira/customers
Work Standards Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.	• Sets high performance standards • Emphasises high standards to others • Shows pride when standards are met • Shows dissatisfaction with substandard performance.
Attention to Detail Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.	• Clarifies details of tasks • Completes all details • Checks outputs for accuracy and completeness • Follows established procedures • Maintain checklist to cover details.
Results Orientation Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects.	• Sets clear, challenging accountabilities and performance objectives and measure the results • Commits to action individually, or in the team
Technical/Professional Knowledge Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	• Understands technical terminology and developments • Knows how to apply a technical skill or procedure • Knows when to apply a technical skill or procedure • Performs complex tasks in area of expertise.

Teamwork/Collaboration Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	• Contributes to team development, shares ideas and achievement of results • Clarifies roles and responsibilities, and priorities • Looks to help others • Supports team decisions and shares accountability within the team • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whainga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.

Haere mai… Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence and student success. We provide quality educational experiences across various disciplines and set high standards for students and staff. Our growing research capacity informs quality teaching and learning, as well as ongoing programme re-development.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples, and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland)* and Whangarei. We also deliver on marae across the Te Ika a Maui *(North Island).*

School of Undergraduate Studies

The School of Undergraduate Studies develops and maintains

- Programmes for educators who through critical discourse will promote and enhance current and future student learning potential.
- Research programmes that enhance Māori knowledge, resources, capability and capacity in the sciences.
- Leading edge capability in educational delivery systems and learning design.
- An integrated set of timely and appropriate programmes online.
- Regional, national and international alliances to enhance our learning and research.