



Te Whare Wānanga
o Awanuiārangi

Job Description

Position Title National Programme Co-ordinator – Bachelor of Health Sciences Māori Nursing (aka Director of Nursing)

Team/School: Undergraduate Studies

Position Holder

Date August 2025

Reports to Head of School

Location Whakatāne, Wairoa

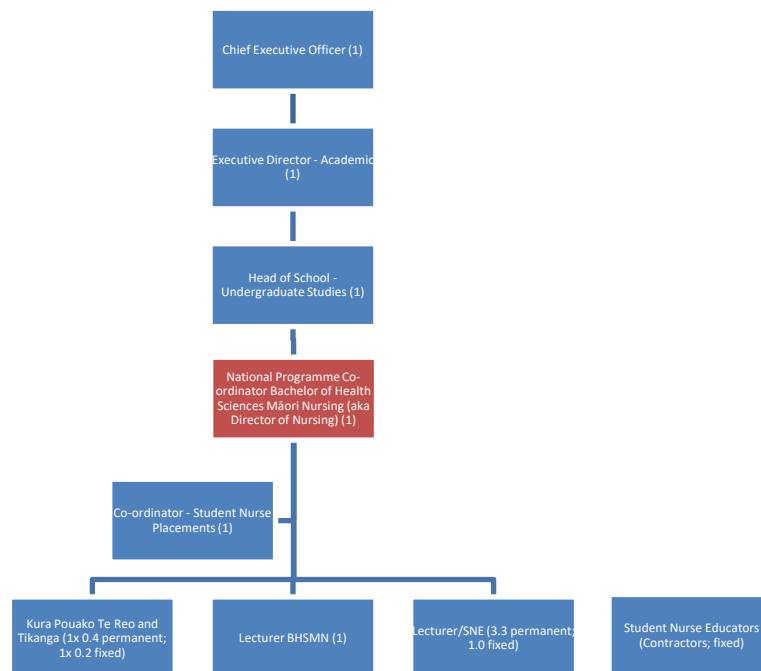
Agreed By (Please Sign) Position Holder

Manager/Team Leader

Date

HR Manager

Date



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

The purpose of this position is to co-ordinate the development, implementation and delivery of the Bachelor of Health Science Nursing Programme – Te Ōhanga Mataora Paetahi and other health science programmes through managing, team-leading and related responsibilities.

DIMENSIONS AND AUTHORITY

Staff: 9
Financial: Nil

RELATIONSHIPS

Internal:

- Heads of Schools
- Academic Registrar
- Academic and General Staff
- Students

External:

Intakes for this programme have a national spread, therefore national groups, agencies, committees and organisations will be inclusive in the list of key external agencies.

- Nursing Council
- Heads/staff of nursing schools & organisations
- District Health Boards' nursing directors
- Kaumātua-a-iwi
- Runanga-a-iwi
- Polytechs
- Wānanga
- Universities
- Secondary schools
- Hauora Māori providers
- Māori health groups/organisations/committees
- Primary/secondary/community service providers & PHOs
- District Health Boards
- Ministry of Health
- Advisory Board
- NZQA
- External Monitor

KEY RESULTS AREAS

The role of Acting National Programme Co-ordinator (aka Director) Nursing and Health Sciences encompasses the following major functions or Key Result Areas:

1. Programme Development and Delivery
2. Quality Management
3. Strategic Direction and Development
4. Budget Management
5. Clinical and Professional Leadership
6. Academic/Clinical Teaching
7. Records and Information Management (RIM)
8. Professional Development/Clinical Competency
9. Community Engagement
10. Team and Personal Effectiveness
11. Effective Communication and Client Focus
12. General requirements of all Wānanga employees

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Programme Development and Delivery <ul style="list-style-type: none"> • Manage and monitor quality delivery of the Bachelor or Health Science Nursing programme. • Manage programme document changes to keep programme current and relevant. • Ensure tikanga Māori is embedded into the programme. 	<ul style="list-style-type: none"> • Academic calendar, operational plans and budgets are established. • Required documentation for NZ Nursing Council and NZQA is developed in conjunction with Academic Committee. • The accreditation process has been successfully managed. • Communication and liaison with external health providers is strong and reliable. • Tikanga Māori is evidenced in programme papers and practiced by nursing staff and contractors • Advisory Board is successfully managed
KRA 2: Quality Management <ul style="list-style-type: none"> • Quality assure the programme through processes, resources, planning and development. • Ensure the programme is underpinned with appropriate research. 	<ul style="list-style-type: none"> • Programme meets NZ Nursing Council and NZQA requirements. • Programme seen as a model of Nurse training in Aotearoa NZ and internationally. • Programme continues to be underpinned by peer reviewed research.
KRA 3: Strategic Direction and Development <ul style="list-style-type: none"> • Long-term strategic plan for nurse training within the Wānanga is developed and implemented. Annual 	<ul style="list-style-type: none"> • Five-year rolling plans are developed and maintained.

<p>operational plans are developed, approved, and implemented.</p> <ul style="list-style-type: none"> • Work with District Health Boards, Māori Health Managers, Māori Nursing Educators to ensure Māori health objectives are integrated into strategies in the Māori Nursing Programme. • Develop national, regional and local relationships required to facilitate and advocate for the Māori Nursing Programme objectives for workforce development, education, training and professional development. 	<ul style="list-style-type: none"> • Annual operating plan and budget, that aligns with the Awanuiārangi strategic plan, are developed and implemented. • Annual operating plan and budget have clear timeframes for all objectives and targets. • Annual operating plan and budget are ratified annually by Executive Management Committee. • Reporting as per KPIs. • External health providers aligned with the Wānanga strategic nursing plans.
<p>KRA 4: Budget Management</p> <ul style="list-style-type: none"> • Develop and submit an operations budget and projections as required by the Head of School. • Oversee the implementation of the Nursing degree programme budget collaboratively with the Head of School or their representative. • Ensure that expenditure is monitored and any variations are explained to the Head of School. • Ensure that all staff are aware of relevant financial policies and procedures of the Wānanga. 	<ul style="list-style-type: none"> • Operating budgets and projections are submitted to the Head of School as required. • Annual expenditure is within agreed constraints. • Explanations of budget variances are provided to the Finance Team. • Clear explanations of financial policies and procedures are provided to staff.
<p>KRA 5: Clinical and Professional Leadership</p> <ul style="list-style-type: none"> • Promote high standards of cultural and clinical practices in the nursing programme and assist in initiatives developed to positively impact on Māori health, wellbeing and Māori nursing. • Lead and contribute to the integration of workforce development and education, and service delivery between primary, secondary, and community health care providers, and the Māori nursing programme collaboratively with the Academic Nursing Programme Manager. • Assist with the implementation of Awanuiārangi organisational, Health and Wellbeing and nursing programme goals and values. • Promote Awanuiārangi as a centre of excellence for nursing workforce development, education and practice. 	<ul style="list-style-type: none"> • Staff performance is monitored and managed. • Advice and enquiries are provided to staff and stakeholders in a timely manner. • Individual development planning is undertaken with all staff. • Occupational Health and Safety issues are identified and implemented. • Performance reports are provided as requested. • Professional Development activities are coordinated and monitored, including promotion. • Proven positive communications with community, public and other health providers. • Assist Marketing with student recruitment as required.

<ul style="list-style-type: none"> • Lead and manage initiatives and projects that support Māori nursing workforce and professional development. • Provide advice into workforce planning, human resource management policies, processes, systems and plans. • Promote nursing (and other health disciplines) as a positive career to Māori communities, Iwi and hapū. • Provide leadership and participate in clinical partnership /governance of Awanuiārangi and other education/health sector providers, organisations and agencies as appropriate. 	
<p>KRA 6: Academic/Clinical Teaching</p> <ul style="list-style-type: none"> • Work collaboratively to recruit Māori students into the degree programme. • Provide coaching, mentorship, pastoral support and supervision for Awanuiārangi's New Graduates, Nurses, Students and staff. • Contribute to teaching and education development in undergraduate and postgraduate programmes. • Plan and develop education and training programmes that are responsive to current and future learning needs of the health sector. • Utilise best practice principles of teaching and learning for Māori students. • Supervise Māori nursing students undertaking research where appropriate. • Undertake and support high-quality health research in accordance with strategies of Awanuiārangi. • Support and encourage nursing staff to undertake high-quality health research. • Support nursing staff in delivering a quality academic programme. • Work Collaboratively to meet the qualification completion requirements of the Wānanga. 	<ul style="list-style-type: none"> • Student intakes for the programme are maintained at agreed target levels. • Assessment, supervision and moderation processes are monitored and reported. • Programme integrity is maintained through regular review and revision of the curriculum, and pedagogy of the programme. • Students in the nursing programme are supported academically, professionally and personally in their education and development as prospective nurses. • Completion and retention targets met and exceeded. • Qualification completions are met • Nursing staff are delivering quality programme that meet the needs of students and contribute to high qualification completions
<p>KRA 7: Records and Information Management (RIM)</p>	<ul style="list-style-type: none"> • Staff completion of RIM training is tracked.

<ul style="list-style-type: none"> • Ensure staff undertake training suitable to their position and involvement in records and information management. • Ensure staff, including contractors, create and maintain complete and accurate information and records in a timely manner as a routine part of their work practice. • Ensure staff comply with information and records management policies, standards, guidelines, and procedures. • Consult with the Manager RIM when scoping new business information systems, especially where high risk or high value records are created. • Ensure maintenance and management of information systems is consistent with information and records management policies, standards, and processes. • Ensure systems and service transition and migration strategies are designed to support information and records business continuity and accountability. 	<ul style="list-style-type: none"> • Number of role-specific RIM training sessions delivered. • Staff consistency in the creation of timely and accurate records is tracked. • Number of record-keeping issues identified in audits. • Compliance with RIM policies based on audit results is tracked. • Number of non-compliance incidents resolved. • Proportion of new systems scoped with RIM consultation is tracked. • Number of documented RIM risk assessments completed. • Proportion of systems reviewed for RIM compliance is tracked. • Number of updates made to align systems with RIM standards. • Proportion of transitions with documented RIM continuity plans is tracked. • Number of successful data migrations with no integrity issues.
<p>KRA 8: Professional Development/Clinical Competency</p> <ul style="list-style-type: none"> • Provide a model of professional conduct through; <ul style="list-style-type: none"> ○ Demonstrating practices in accordance with legal, ethical, professional and culturally safe guidelines. ○ Maintaining own expertise and knowledge in current area of nursing leadership. ○ Proactively participate in own performance development and review. ○ Continuous development and improvement of own qualifications and practice in relation to role. • Attending educational opportunities / conferences relevant to role and within the scope of health and wellbeing. 	<ul style="list-style-type: none"> • Professional leadership and practice is maintained through supervision for the position • Ongoing professional development goals are developed and agreed with HOS/CEO • Representation and advocacy for the programme and Awanuiārangi are maintained at local/regional/national/and international levels.
<p>KRA 9: Community Engagement</p> <ul style="list-style-type: none"> • Demonstrate the ability to forge and maintain strong links with individuals, community, Iwi, hapū and organisations concerned with the promotion and 	<ul style="list-style-type: none"> • Consistent, constructive and effective liaison with the staff, students, professional organisations, business organisations, Iwi and hapū groups.

practice of the aims and objectives of Awanuiārangi and the programme(s).	Evidenced by dairy notes and meeting minutes.
KRA 10: Team and Personal Effectiveness <ul style="list-style-type: none"> Provides relief to Health Science team members during leave or periods of high workload. Documents critical functions within areas of responsibility. Where appropriate carries out co-ordination duties effectively and efficiently. Continual updates own knowledge and skills relating to technology, administrative systems and other related to the position. 	<ul style="list-style-type: none"> 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 11: Effective Communication and Client Focus <ul style="list-style-type: none"> Develop effective relationships with stakeholders, clients and external agencies through provision of information and development of effective communication channels. This will influence quality thinking internally and externally, provide advocacy across stakeholder organisations, include work with agencies and other external organisations in ways which contribute to Quality Improvement. 	<ul style="list-style-type: none"> Effective relationships are built and maintained. Effective communication with stakeholders. A strong customer focus is maintained.
KRA 12: General Requirements of all Wānanga Employees <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. 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 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;

- Be culturally aware and uphold 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 Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
<ul style="list-style-type: none"> • New Zealand Registered Nurse • Masters Degree in nursing, teaching or health management qualification 	<ul style="list-style-type: none"> • A PhD or equivalent qualification.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Tertiary teaching health experience/ knowledge • Programme management experience • Proven leadership and management experience in health / nursing profession • Project management experience • Primary health care experience 	<ul style="list-style-type: none"> • Experience in the Wānanga sector.
Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of the regulatory requirements regarding the preparation of nurses • Knowledge of strategic planning and workforce development skills • Strong communication and interpersonal skills • Ability to facilitate change at a strategic level • Good written and oral communication and presentation skills 	<ul style="list-style-type: none"> • The ability to kōrero te reo Māori and a practicing knowledge of Tikanga Māori. • Evidence of sound relationships and commitment to Iwi, community, industry and professional groups.

<ul style="list-style-type: none"> • Working knowledge of tikanga and conversational ability in Te Reo Maori • Current knowledge of nursing & midwifery professional development issues • Understanding of government health policy and strategic direction • Research skills • Knowledge of quality improvement systems and processes • Financial and budget management experience 	
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.	<ul style="list-style-type: none"> • Examines and clarifies personal values and behaviours • Communicates and models organisational values • Uses organisational values in decision-making • Manages own personal development and learning
Maximising Performance Establishing performance and development goals, coaching performance, providing training and evaluating performance.	<ul style="list-style-type: none"> • Agree on measurable performance areas • Agree on specific objectives • Agree on methods for tracking performance • Mutually agree on accomplishments
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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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;	<ul style="list-style-type: none"> • Clarifies details of tasks • Completes all details • Checks outputs for accuracy and completeness

accurately checking processes and tasks; maintaining watchfulness over a period of time.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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. Whakakiiia 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 whāinga, 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 – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

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, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are 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 Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). 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