

## Data and Insights Specialist

### Change starts here; transform your career and make a difference

When you work for MIT you become a member of an innovative and passionate team dedicated to the success and aspirations of students. You will be encouraged to learn and grow, both as an individual and as a professional; and to achieve excellence in everything you do. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Insights and Marketing Strategy Manager

**Location:** South Auckland

**Directorate:** Student Journey

**Grade/Band:**

### Purpose of Marketing Team

Lead marketing to attract as many students and industry partners as possible to MIT and understand and support the best possible student experience across the student journey.

### Purpose of Position

To work with the relevant parties to prepare for, run and complete strategic marketing projects. To support the Insights and Strategy Marketing Manager with insights, research and analytics.

### Accountabilities

#### Project Preparation and Management

- a) Work with the relevant stakeholders to understand the business requirements and current process
- b) Identify where improvements/changes will add significant value
- c) Determine if additional capabilities are required to support the business requirement and work with the Insights and Marketing Strategy Manager on options
- d) Develop business cases
- e) Work with the stakeholders to understand the value the solution will provide to their area
- f) Identify any internal process changes that will need to be made and the impact of these
- g) Document the proposed solution architecture and prepare presentations that clearly describe the solution, benefits and value
- h) Actively participate in post implementation reviews and promote the 'lessons learned' to achieve improved systems, processes, procedures and best practices.
- i) Utilising strong planning skills, ensure projects, work programmes and initiatives deliver agreed objectives within timelines and budget
- j) Help transition projects into BAU with documentation and training where required

#### Deliver Data Interpretation and Analytics

As required, gather and/or analyse data, presenting back finding to stakeholders.

### **Provide Market and Customer Research**

Provide support to the Insights and Marketing Strategy Manager to run market and customer research initiatives, including but limited to:

- a) Developing methodology
- b) Develop business case
- c) Manage and execute projects
- d) Organise meetings or focus groups
- e) Present findings back to relevant stakeholders

### **Account Management**

Account management of assigned internal business units.

### **Team Culture**

- a) Strive to live all of MIT's values
- b) Be open to mentorship by senior staff
- c) Always offer constructive criticism and seek solutions to problems and issues. Equally, be open to receiving constructive criticism.
- d) Keep up to date with latest marketing thinking and industry knowledge.
- e) Help recognise sources of conflict and act to resolve them
- f) Be compassionate, respectful and bold in calling out unprofessional or disrespectful behaviour
- g) Contribute effectively to the wider institute working collaboratively with others within the directorate and across MIT.

### **Execution of duties**

Pertaining to all duties, this role requires the following to be carried out if required:

- a) Research into best practice
- b) Briefing to the relevant parties
- c) Engagement with stakeholders
- d) Copy writing, story boarding and wireframing
- e) Planning of user journey
- f) Documentation and review

### **Policy**

- a) Work with the team to achieve its strategic direction and goals through the communication of the MIT strategies.
- b) Escalate all breaches of policy and anomalies to the Insights and Marketing Strategy Manager for discussion and resolution.
- c) Ensure legal issues of copyright and other related provisions are strictly adhered to.
- d) To carry out other duties which may reasonably be required by the Insights and Marketing Strategy Manager.

## Compliance

- a) Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation, industry standards and internal operating policies and procedures relevant to the position.
- b) Ensures leadership and management of Health and Safety practices & policy within area of responsibility.
- c) Recognises and works in a way that is consistent with our Treaty of Waitangi partnership commitments.
- d) To carry out other duties which may reasonably be required by the Insights and Marketing Strategy Manager.

## Health & Safety

You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

## Te Tiriti O Waitangi

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education Act 1989, identifies that one of the duties of each TEI council, in the performance and functions and the exercise of its powers (s181), is to acknowledge the principles of Te Tiriti o Waitangi.

### All MIT staff are expected to:

- Build and have an understanding of the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all students, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

## Organisational obligations

- a) Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's The Way We Work and MIT Values.
- b) As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- c) MIT's reputation is enhanced within industry and the community by all that you do
- d) Promote activities and initiatives that assist MIT achieve its vision and mission

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.

## MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

### WE ARE REAL

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

***We are genuine, honest and down to earth.***

### MANAAKITANGA

We genuinely care for others. So we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

***We care for others to nurture achievement.***

### WE ARE CONNECTED

We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable. Because we want our networks to be strong and our relationships to be genuine and long-lasting.

***We are well connected, open and approachable.***

### WE ARE EXCELLENT

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success.

***We get great results and celebrate success.***



## Job Dimensions:

<b>FINANCIAL AUTHORITY:</b>	n/a
<b>BUDGET SIZE:</b>	n/a
<b>REVENUE:</b>	n/a
<b>DIRECT REPORTS:</b>	n/a

## Relationships:

Internal:	External:
Executive Leadership team	Student body, voice and council
The rest of the Marketing team	Professional bodies
Other service centres	Specialist consultants and suppliers
Academic staff	Industry groups and peers
	Individual contractors
	External agencies
	Other tertiary organizations

## Experience:

At least 4 years' experience in a combination of the following:

- marketing or customer experience projects,
- business analytics;
- data analytics;
- or insights.

Experience in the following is essential:

- Business requirement gathering and process mapping.
- Managing or coordinating projects, delivering to hard deadlines.
- Some data analytics background.
- Demonstrate outstanding communication skills both verbal and written.
- Quickly develop and maintain strong working relationships across all levels of an organisation as well as external stakeholders.
- Confident in having difficult conversations and resolving conflict quickly with internal and external staff.
- Computer skills (Excel in particular, Word, PowerPoint, Visio)
- Ability to be flexible and initiative.

## Qualifications

Tertiary marketing or project management qualification preferred.

## Competencies

### Job Specific

- A passion for the value of education and for making a positive contribution to people's lives.
- Project management, including requirement gathering and process mapping. Background with formal project management methodology preferred.
- Strong problem solving and research skills.
- Able to communicate and effectively build relationships with a wide range of ages, ethnic groups, industry/professions/groups and suppliers.
- Sound data analytic skills, ideally with the use of Excel or PowerBI.
- Good understanding of digital systems, integration and data structures.
- Comfortable with risk taking to try new untested ideas.
- Ability to understand and adapt to new technologies quickly.
- An eye for detail.
- Strong English language skills.
- Sound reasoning, critical thinking, problem solving and decision-making skills.
- Demonstrated continuous improvement approach.

### Core

- Effective communicator – able to listen to and understand others.
- Ability to drive projects and work as part of a team.
- Able to develop and maintain strong professional working relationships with all areas of the business.
- Able to manage multiple and conflicting priorities in a fast-paced environment and meet strict deadlines.
- Ability to help develop a positive team culture, which see customer service as key
- Acts ethically and with integrity.
- Maintains positive and constructive outlook.
- Negotiates and persuades effectively at all levels of the organisation.
- Drives alignment with clients, partners, and stakeholders.
- Ownership of opportunities and issues, finding solutions, initiative to make things happen.
- Display sound business judgment and decision-making capability.
- Understands applicable laws, regulations, and government requirements and their impact on the business.

## Data and Insights Specialist

Ka timata i konei; Hīkina te kounga o tōu umanga kia puāwai. Ki te whai tūranga koe i konei, ka tū koe hei tangata ngākau titikaha mō a tātou ākongā kia puta, kia angitū hoki ai rātou ki roto i tēnei ao. Ka ākingia hoki koe kia tipu i āu ake pūkenga-takitahi, me āu pūkenga-ngaio. I konei, ka whakatinana koe i ngā mātāpono o Te Whare Takiura nei, arā, kia matapoporetia te Pono, Te Manaakitanga, Te Hononga tētahi ki tētahi, me Te Hiranga. Mā konei i Te Whare Takiura o Te Manukanuka o Hoturoa ka taea te ao o te takitahi, me te ao whānui te panoni.

### *Change starts here; transform your career and make a difference*

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting students into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Insights and Marketing Strategy Manager **Location:** Tāmaki Makaurau, Auckland

**Directorate:** Pasifika Partnerships and Support

### **Te aronga o te tūranga: Purpose of position**

#### **Purpose of Marketing Team**

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#### **Purpose of Position**

To work with the relevant parties to prepare for, run and complete strategic marketing projects. To support the Insights and Strategy Marketing Manager with insights, research and analytics.

### **Āu haepapa: Accountabilities**

#### **Project Preparation and Management**

- Work with the relevant stakeholders to understand the business requirements and current process
- Identify where improvements/changes will add significant value
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- Develop business cases



- Work with the stakeholders to understand the value the solution will provide to their area
- Identify any internal process changes that will need to be made and the impact of these
- Document the proposed solution architecture and prepare presentations that clearly describe the solution, benefits and value
- Actively participate in post implementation reviews and promote the 'lessons learned' to achieve improved systems, processes, procedures and best practices.
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#### **Deliver Data Interpretation and Analytics**

As required, gather and/or analyse data, presenting back finding to stakeholders.

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Account management of assigned internal business units.

#### **Team Culture**

- Strive to live all of MIT's values
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- Keep up to date with latest marketing thinking and industry knowledge.
- Help recognise sources of conflict and act to resolve them
- Be compassionate, respectful and bold in calling out unprofessional or disrespectful behaviour
- Contribute effectively to the wider institute working collaboratively with others within the directorate and across MIT.

#### **Execution of duties**

Pertaining to all duties, this role is requires the following to be carried out if required: a) Research into best practice

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- Engagement with stakeholders





- Copy writing, story boarding and wireframing
- Planning of user journey
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#### Policy

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#### Compliance

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation, industry standards and internal operating policies and procedures relevant to the position.
- Ensures leadership and management of Health and Safety practices & policy within area of responsibility.
- Recognises and works in a way that is consistent with our Treaty of Waitangi partnership commitments.
- To carry out other duties which may reasonably be required by the Insights and Marketing Strategy Manager.

#### Te Hauora me Te Haumaruru: Health & Safety

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

#### Te Tiriti O Waitangi

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#### All MIT staff are expected to:

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<sup>1</sup> Education Act 1989, (as at 29 Oct 2016). Retrieved from [http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw\\_096be8ed81430a59\\_Performance+and+Functions\\_25\\_se&p=3&sr=68](http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw_096be8ed81430a59_Performance+and+Functions_25_se&p=3&sr=68).





- Build and understand the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>2</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all students, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

#### **Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do.
- Promote activities and initiatives that assist MIT to achieve its vision and mission.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

#### **Ngā uara o MIT: MIT Values**

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

#### **Kia tūturu tatou: WE ARE REAL**

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

*We are genuine, honest and down to earth.*

#### **MANAAKITANGA**

We genuinely care for others. So we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

*We care for others to nurture achievement.*

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<sup>2</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.





### **Kia tūhonohono tatou: WE ARE CONNECTED**

We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable. Because we want our networks to be strong and our relationships to be genuine and long-lasting. *We are well connected, open and approachable.*

### **Kia whai hiranga tatou: WE ARE EXCELLENT**

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success. *We get great results and celebrate success.*

### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

### **Āu wheako: Experience**

At least 4 years' experience in a combination of the following:

- marketing or customer experience projects,
- business analytics; • data analytics;
- or insights.

Experience in the following is essential:

- Business requirement gathering and process mapping.
- Managing or coordinating projects, delivering to hard deadlines.
- Some data analytics background.
- Demonstrate outstanding communication skills both verbal and written.
- Quickly develop and maintain strong working relationships across all levels of an organisation as well as external stakeholders.
- Confident in having difficult conversations and resolving conflict quickly with internal and external staff.
- Computer skills (Excel in particular, Word, PowerPoint, Visio)
- Ability to be flexible and initiative.

### **Qualifications**

Tertiary marketing or project management qualification preferred.

### **Āheitanga: Competencies**

#### **Job Specific**

- A passion for the value of education and for making a positive contribution to people's lives.
- Project management, including requirement gathering and process mapping. Background with formal project management methodology preferred.
- Strong problem solving and research skills.
- Able to communicate and effectively build relationships with a wide range of ages, ethnic groups, industry/professions/groups and suppliers.



- Sound data analytic skills, ideally with the use of Excel or PowerBI.
- Good understanding of digital systems, integration and data structures.
- Comfortable with risk taking to try new untested ideas.
- Ability to understand and adapt to new technologies quickly.
- An eye for detail.
- Strong English language skills.
- Sound reasoning, critical thinking, problem solving and decision-making skills.
- Demonstrated continuous improvement approach.

#### Core

- Effective communicator – able to listen to and understand others.
- Ability to drive projects and work as part of a team.
- Able to develop and maintain strong professional working relationships with all areas of the business.
- Able to manage multiple and conflicting priorities in a fast-paced environment and meet strict deadlines.
- Ability to help develop a positive team culture, which see customer service as key
- Acts ethically and with integrity.
- Maintains positive and constructive outlook.
- Negotiates and persuades effectively at all levels of the organisation.
- Drives alignment with clients, partners, and stakeholders.
- Ownership of opportunities and issues, finding solutions, initiative to make things happen.
- Display sound business judgment and decision-making capability.
- Understands applicable laws, regulations, and government requirements and their impact on the business.

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## Deputy Director

**Reports to:** Executive Director,  
ConCOVE

**Location:** Tech Park, Manukau

**Directorate:** ConCOVE

**Type:** Senior Manager

ConCOVE is the national Centre of Vocational Excellence for the Construction and Infrastructure industries. ConCOVE connects and aligns industry, learners and vocational education to re-imagine clear, equitable and supported career pathways within the Construction and Infrastructure sector. ConCOVE is hosted by Manukau Institute of Technology (within Te Pūkenga), but operates under its own brand and with a high level of independence as directed by its (advisory) Board.

The work of ConCOVE is organised according to five complex and multi-year projects. The broader programme of work is interconnected and requires a structured portfolio approach to management of delivery.

The Deputy Director provides programme management leadership to the programme of work. It is responsible for working with the portfolio management team to ensure that the projects are designed, delivered and quality assured in accordance with best practice and ethical standards. The Deputy Director mentors the ConCOVE team to develop their portfolio management capabilities and achieve excellent outputs and outcomes.

The Deputy Director will be expected to deputise for the Executive Director as required.

### Accountabilities:

#### Projects

- a. Provide leadership in the design, implementation and review of projects to ensure that they are in accordance with best practice.
- b. Ensure that as projects progress and evolve they remain aligned to their contractual obligations (including mission and deliverables).
- c. Ensure that the programme of work of the ConCOVE give effect to Te Tiriti o Waitangi.
- d. Ensure that the programme of work of ConCOVE adhere to the highest ethical standards.
- e. Ensure that all projects are designed to improve outcomes for Māori, Pasifika and Women in the industries, and that the design and implementation of the programme of work is conducted in genuine partnership with Māori, Pasifika and Women and in accordance with Te Tiriti o Waitangi.
- f. Ensure that the design and implementation of the programme of work is conducted in genuine partnership with industry and responsive to the dynamic industry context.
- g. Design and implement appropriate quality assurance arrangements for all academic aspects of the programme of work.
- h. Assist the Director in ensuring that the programme of work and project activities is resourced with the appropriate skills and capabilities, financial resources and time allocations.
- i. Maintain financial overview of project costs.

#### People Leadership

- a. Support the Executive Director in developing a culture of excellence and collaboration within the ConCOVE and across its Membership.

- b. Build and maintain excellent relationships with the ConCOVE staff, Board, Advisory Groups and Membership in order to optimally design, implement and deliver on the projects.
- c. Understands Te Tiriti o Waitangi and supports the required tikanga and cultural capability building across the ConCOVE.
- d. Provide mentorship to the ConCOVE staff on all portfolio management needs.
- e. Communicate openly and provide constructive feedback to help drive a culture of positivity and continuous quality improvement.
- f. Oversee and model positive leadership to the ConCOVE project teams, creating an environment which is culturally safe and in which employees and contractors are motivated and innovative.
- g. Support ConCOVE Portfolio Managers as required in their management, delivery and coordination of projects, including their liaison with the host organisation, and stakeholders.

#### **ConCOVE-wide responsibilities**

- a. As a member of ConCOVE's leadership, the Deputy Director will be expected to participate in a broad range of ConCOVE activities as may be required from time to time by the Executive Director.
- b. Keep the Executive Director advised on risks to the projects and provide advice on appropriate risk management strategies.

#### **Te Tiriti o Waitangi**

- a. Work with Te Tiriti o Waitangi partners to co-design functions and activities and influence, engage and embed initiatives across the system.
- b. Ensures that our work is informed and agreed by our partners and meets their reporting requirements.
- c. Creates strategies for the ConCOVE Tūhura that support Māori Crown relationships.
- d. Influences positive behaviours within industries and employers to impact success for Māori in the VET system.

#### **Organisational obligations**

- a. Contribute to evolving the business through personal role delivery and effective teamwork.
- b. Commit to operating within ConCOVE and MIT methodologies and policies.
- c. Promote a safe and healthy workplace by undertaking responsibilities as outlined in MIT's health and safety policy and procedures.
- d. ConCOVE's reputation is enhanced within industry and the community by all that you do.
- e. Promote activities and initiatives that assist ConCOVE achieve its vision and mission.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.**

#### **Job Dimensions:**

Financial Authority: As authorised through MIT and Board approved delegated authority. Budget: ConCOVE has a budget of up to \$2.5 million per annum from 2020 to 2024.

FTE: ConCOVE has approx. 10 FTE and the potential to engage contractors.

Nil (although the Deputy Director will be required to deputise for the Director from time to time).

**Relationships:**

Internal:	External:
<ul style="list-style-type: none"> <li>- ConCOVE team</li> <li>- ConCOVE Board</li> <li>- MIT (Te Pūkenga) staff</li> <li>- Industry advisory groups (Māori, Pacific and Women’s)</li> </ul>	<ul style="list-style-type: none"> <li>- Research partners</li> <li>- Industry stakeholders</li> <li>- Waihanga Ara Rau (Construction and Infrastructure Workforce Development Council), and other WDCs generally</li> <li>- Other CoVEs</li> <li>- Regional Skills Leadership Groups</li> <li>- Tertiary Education Organisations</li> <li>- Tertiary Education Commission (and other Government entities as required) New Zealand Qualifications Authority</li> <li>- Iwi and Hapū</li> <li>- Industry experts (nationally and internationally) Researchers (nationally and internationally)</li> </ul>

**Experience:**

**Critical**

- Demonstrated track record of leading multiple projects, often in parallel, through to successful and world-class conclusions.
- Awareness and acceptance of epistemologies from Māori, Pasifika and Women’s perspectives.
- Demonstrated track record of partnering with Māori, Pasifika and women to collectively advance the achievement of equitable outcomes.
- Demonstrated expertise across a range of quantitative and qualitative research methods, or via running multiple research or related investigative projects.
- Ability to mentor project staff to develop portfolio and programme management capabilities.
- Have a knowledge of and commitment to Te Tiriti o Waitangi and its practical implementation.
- Demonstrated ability to respond appropriately and calmly and to perform under pressure.
- Relevant postgraduate qualification.
- Phenomenal analytical, writing and presentation skills.
- Good understanding of tikanga Māori.

**Desirable**

- Experience researching in the fields of public policy and regulatory environments, organisational systems, educational effectiveness and social and economic equity.
- Experience working with big data sets.
- Previous experience in a tertiary setting.
- Ability to lead projects on time and on budget.

**Competencies:**

- **Accountability:** Drive for results and commitment to delivery.
- **Analysis and judgement:** Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
- **Communication:** Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
- **Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to and implements or initiates action promptly.
- **Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Impact and Influence:** the ability to persuade, convince and influence others.
- **Innovation:** Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
- **Inspiring Others:** using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations and individuals involved.
- **Integrity:** Is fair, open, honest and consistent in behaviour and can be relied upon; is highly receptive to Māori, Pasifika and gender issues; generates confidence in others through professional and ethical behaviour
- **Leadership:** modelling the vision and values, being action orientated, making decisions taking into account associated issues and shaping team or group priorities to reflect the organisation's vision and values.
- **Outward Looking Orientation:** keeping ConCOVE's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Persuading and influencing:** Gains the co-operation of others by seeking their points of view; understands differing views and identifies points of agreement; negotiates solutions to meet the objectives of all parties where possible; confidently advocates a preferred approach
- **Relationship building:** Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures
- **Self-management:** Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
- **Stakeholder focus:** Understands and believes in the importance of stakeholder service; listens to and understands the needs of internal and external stakeholders; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds expectation to ensure satisfaction
- **Strategic thinking:** Understands the big picture and is forward thinking; seeks and accepts challenges and opportunities; develops and communicates a clear, inspiring and relevant direction
- **Teamwork:** Works co-operatively, respects and is open with others in a team-setting to achieve results and team goals
- **Understanding of Te Tiriti o Waitangi and Kaupapa Māori:** Understanding and ability to work cohesively with co-chairs and The Board to ensure the principles of partnership, protection and participation are included in all aspects of ConCOVE operations and communications

## MIT Specific Information

### Health & Safety:

- You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.
- You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

### Te Tiriti O Waitangi:

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education and Training Act 2020, states that NZIST (of which MIT is a wholly-owned subsidiary) "must operate in a way that allows it to develop meaningful partnerships with Māori employers and communities and to reflect Māori-Crown partnerships to ensure that its governance, management, and operations give effect to Te Tiriti o Waitangi and to respond to the needs of, and improve outcomes for, Māori learners, whānau, hapū, and iwi" (Part 1, clause 9(1)(g))<sup>1</sup>.

All MIT staff are expected to:

- Build and have an understanding of the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.
- All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all learners, staff and other persons within your area of responsibility.
- All team members to attend Te Tiriti o Waitangi and for Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

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<sup>1</sup> Education and Training Act 2020, (Version as at 28 Oct 2021). Retrieved from <https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html>.

**MIT Values:**

Our Values highlight what's important and how we like to get things done at MIT.

They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

**WE ARE REAL**

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world ***We are genuine, honest and down to earth.***

**MANAAKITANGA**

We genuinely care for others. So, we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

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**WE ARE EXCELLENT**

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***We get great results and celebrate success.***

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# Deputy Director – Academic

***Change starts here; transform your career and make a difference***

When you work for MIT you become a member of an innovative and passionate team dedicated to getting learners into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Director, ConCOVE

**Location:** Auckland

**Directorate:** Academic

**Grade/Band:** Senior Manager

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## **Purpose of position:**

ConCOVE is the national Centre of Vocational Excellence for the Construction and Infrastructure industries. ConCOVE connects and aligns industry, learners and vocational education to re-imagine clear, equitable and supported career pathways within the Construction and Infrastructure sector. ConCOVE is hosted by Manukau Institute of Technology (within Te Pūkenga), but operates under its own brand and with a high level of independence as directed by its (advisory) Board.

The work of ConCOVE is organised according to five complex and multi-year applied research projects. Each project has a Project Lead responsible for delivery of the project on time, on budget and to the required standard.

The Deputy Director Academic provides academic leadership to these applied research projects. It is responsible for working with the Project Lead and Project Teams to ensure that the projects are designed, delivered and quality assured in accordance with best practice and ethical standards. The Deputy Director Academic mentors the ConCOVE project staff to help develop their applied research and project management capabilities and achieve excellent outputs and outcomes.

The Deputy Director Academic will be expected to deputise for the Director as required.

## **Accountabilities:**

### **Projects**

- Provide leadership in the design, implementation and review of applied research projects to ensure that they are in accordance with best practice.
- Ensure that as projects progress and evolve they remain aligned to their contractual obligations (including mission and deliverables).
- Ensure that the applied research activities of ConCOVE give effect to Te Tiriti o Waitangi.
- Ensure that the applied research activities of ConCOVE adhere to the highest ethical

standards.

- Ensure that all projects are designed to improve outcomes for Māori, Pasifika and Women in the industries, and that the design and implementation of the projects is conducted in genuine partnership with Māori, Pasifika and Women and in accordance with Te Tiriti o Waitangi.
- Ensure that the design and implementation of the projects is conducted in genuine partnership with industry and responsive to the dynamic industry context.
- Design and implement appropriate quality assurance arrangements for all academic aspects of the projects.
- Assist the Director in ensuring that each project is resourced with the appropriate skills and capabilities, financial resources and time allocations.

### **People Leadership**

- Support the Director in developing a culture of excellence and collaboration within ConCOVE and across its Membership.
- Build and maintain excellent relationships with the ConCOVE staff, Board, Advisory Groups and Membership in order to optimally design, implement and deliver on the projects.
- Provide mentorship to the ConCOVE staff on all academic matters, building their capability for excellent applied research across a range of methods and perspectives.
- Communicate openly and provide constructive feedback to help drive a culture of positivity and continuous quality improvement.
- Oversee and model positive leadership to the ConCOVE project teams, creating an environment which is culturally safe and in which employees and contractors are motivated and innovative.
- Support ConCOVE Project Managers as required in their management, delivery and coordination of projects, including their liaison with the host organisation, and stakeholders.

### **ConCOVE-wide responsibilities**

- As a member of ConCOVE's leadership, the Deputy Director Academic will be expected to participate in a broad range of ConCOVE activities as may be required from time to time by the Director.
- Keep the Director advised on risks to the projects and provide advice on appropriate risk management strategies.

### **Health & Safety:**

- You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.
- You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.



## Te Tiriti O Waitangi:

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

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### All MIT staff are expected to:

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- All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all learners, staff and other persons within your area of responsibility.
- All team members to attend Te Tiriti o Waitangi and for Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

### Organisational obligations:

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures
- MIT's reputation is enhanced within industry and the community by all that you do
- Promote activities and initiatives that assist MIT to achieve its vision and mission

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

### MIT Values:

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## WE ARE REAL

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## WE ARE EXCELLENT

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***We get great results and celebrate success.***

## Job Dimensions:

Financial Authority:	As authorised through MIT and Board approved delegated authority.
Budget:	ConCOVE has a budget of up to \$2.5 million per annum from 2020 to 2024.
Revenue:	Maintain contracted revenue by meeting contract obligations.
FTE:	ConCOVE has approx. 10 FTE and the potential to engage contractors.
Direct Reports:	Nil (although the Deputy Director Academic will be required to deputise for the Director from time to time).

## Relationships:

Internal:	All ConCOVE staff The ConCOVE Board DCE Academic MIT & Unitec, and other staff within MIT who assist with the hosting of ConCOVE MIT Ethics Committee
External:	Construction Centre Accord ConCOVE Members ConCOVE Advisory Groups Construction and Infrastructure organisations

Waihanga Ara Rau (Construction and Infrastructure Workforce Development Council), and other WDCs generally  
Other CoVEs  
Regional Skills leadership Groups  
Tertiary Education Organisations  
Tertiary Education Commission (and other Government entities as required)  
New Zealand Qualifications Authority  
Iwi and Hapū  
Industry experts (nationally and internationally)  
Researchers (nationally and internationally)

## Experience:

### Critical

- Demonstrated track record of leading multiple applied research projects, often in parallel, through to successful and world-class conclusions.
- Awareness and acceptance of epistemologies from Māori, Pasifika and Women's perspectives.
- Demonstrated track record of partnering with Māori, Pasifika and women to collectively advance the achievement of equitable outcomes.
- Demonstrated expertise across a range of quantitative and qualitative research methods.
- Ability to mentor project staff to develop excellent applied research capabilities.
- Have a knowledge of and commitment to Te Tiriti o Waitangi and its practical implementation.
- Demonstrated ability to respond appropriately and calmly and to perform under pressure.
- Relevant postgraduate qualification.
- Phenomenal analytical, writing and presentation skills.

### Desirable

- Experience researching in the fields of public policy and regulatory environments, organisational systems, educational effectiveness and social and economic equity.
- Experience working with big data sets.
- Previous experience in a tertiary setting.
- Ability to lead projects on time and on budget

## Competencies:

- **Accountability:** Drive for results and commitment to delivery.
- **Analysis and judgement:** Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
- **Communication:** Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
- **Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to

and implements or initiates action promptly.

- **Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Impact and Influence:** the ability to persuade, convince and influence others.
- **Innovation:** Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
- **Inspiring Others:** using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations and individuals involved.
- **Integrity:** Is fair, open, honest and consistent in behaviour and can be relied upon; is highly receptive to Māori, Pasifika and gender issues; generates confidence in others through professional and ethical behaviour
- **Leadership:** modelling the vision and values, being action orientated, making decisions taking into account associated issues and shaping team or group priorities to reflect the organisation's vision and values.
- **Outward Looking Orientation:** keeping ConCOVE's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Persuading and influencing:** Gains the co-operation of others by seeking their points of view; understands differing views and identifies points of agreement; negotiates solutions to meet the objectives of all parties where possible; confidently advocates a preferred approach
- **Relationship building:** Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures
- **Self-management:** Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
- **Stakeholder focus:** Understands and believes in the importance of stakeholder service; listens to and understands the needs of internal and external stakeholders; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds expectation to ensure satisfaction
- **Strategic thinking:** Understands the big picture and is forward thinking; seeks and accepts challenges and opportunities; develops and communicates a clear, inspiring and relevant direction
- **Teamwork:** Works co-operatively, respects and is open with others in a team-setting to achieve results and team goals
- **Understanding of Te Tiriti o Waitangi and Kaupapa Māori:** Understanding and ability to work cohesively with co-chairs and The Board to ensure the principles of partnership, protection and participation are included in all aspects of ConCOVE operations and communications

# Digital Media Designer

## Change starts here; transform your career and make a difference

When you work for MIT you become a member of an innovative and passionate team dedicated to the success and aspirations of students. You will be encouraged to learn and grow, both as an individual and as a professional; and to achieve excellence in everything you do. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Studio Manager

**Location:** Greater Auckland

**Directorate:** Academic

**Grade/Band:**

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### Purpose of Position:

The position provides graphics, video and other digital design services to create online curriculum resources for our Students.

### Responsibilities:

#### 1 Graphics and Web Design

- a) Produce digital curriculum resources for Students using desktop applications including the Adobe Creative Suite (Illustrator, Photoshop, After Effects, Premiere and Character) Acrobat, Adobe Captivate or similar, Word and web software (HTML and LMS)
- b) Manage and design the creative aspect of design projects, including serving as an expert resource to Academic Staff.
- c) Design templates and supporting graphics that are consistent with MIT's design standards.

#### 2 Client Service

- a) Interpret briefs and find impactful innovative and creative design solutions.
- b) Communicate with Studio Manager if any problems may arise.
- c) Provide excellent, consultative and informative client-focused service with Academic Staff who have written the curriculum and/or will deliver the content.
- d) Contribute process improvement and cost and resource efficiency identifications to team.
- e) Monitor the ongoing progress of projects and or services to ensure on-time quoting, completion and quality assurance.

#### 3 IT Systems

- a) Follow file management protocols.
- b) Comply with IT back-up systems and processes.
- c) Communicate IT requirements, problems and update to Studio Manager

# Digital Media Designer

## 4 Project Management

- a) Help create an environment that encourages open communication and trust in which team members are motivated to achieve objectives.
- b) Help create a learning environment within your team, keeping up to date with latest instructional thinking and industry knowledge.
- c) Effectively build working relationships with Academic Staff.
- d) Offer constructive criticism and seek solutions to problems and issues.

## 5 Compliance

- a) Behave professionally and ethically by ensuring compliance with external legislation, industry standards and internal operating policies and procedures relevant to the position.
- b) Take responsibility for following Health and Safety practices & policy.
- c) Recognise and work in a way that is consistent with our Treaty of Waitangi partnership commitments.
- d) Carry out other duties which may reasonably be required by the Studio Manager.

## Health & Safety

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

## Te Tiriti O Waitangi

Take all practical steps to create and maintain a culturally sensitive working environment for staff, students and other persons within the Institute. Attend training about the Te Tiriti O Waitangi and/or biculturalism if required.

## Organisational obligations

- Demonstrate professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's The Way We Work and MIT Values.
- As an employee or contractor of MIT, you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do
- Promote activities and initiatives that assist MIT achieve its vision and mission

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent*

## MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

**WE ARE REAL**

# Digital Media Designer

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## MANAAKITANGA

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Because we want our networks to be strong and our relationships to be genuine and long-lasting. ***We are well connected, open and approachable.***

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## Job Dimensions:

**FINANCIAL AUTHORITY:** N/A

**BUDGET SIZE:** N/A

**REVENUE:** N/A **DIRECT REPORTS:**

N/A

**RELATIONSHIPS:** In-house Design Studio Team members, Academic Staff, All MIT staff.

## Experience:

- At least 4 years work experience in a graphic design environment.
- Full understanding of desktop applications and Adobe Creative Suite – including web software.
- Proven creativity with a strong, varied portfolio.
- Experience in video production is desirable.
- Ability to manage a job from concept to delivery within agreed timelines and budgets.
- Have knowledge of user experience best practice and instructional design principles.
- Web design experience.

## Qualifications:

- Relevant tertiary qualification aligned to credibility within sector (desirable but not essential).
- Formal qualifications in software programming and graphics, technical writing or a related field (desirable but not essential).

## Competencies:

## Digital Media Designer

- Strong interpersonal and communication skills.
- An appreciation of the distinctions between different cultures.
- Excellent communication and liaison skills; helpful, courteous, professional
- Excellent design and layout skills
- Proficient multi-tasker
- Attention to detail
- Team player
- Must have an inclusive, consultative style.
- Is self-directed and a completer-finisher with drive, enthusiasm and a 'can-do' attitude.
- Is values driven and a team player.
- Methodical, conscientious, responsible, proactive, and punctual.
- Strong time management , organisation skills and commitment to continuous improvement
- Ability to work to deadlines, tolerate interruptions and maintain performance under pressure.

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## Director Schools and Performance – Otara

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**Reports to:** Deputy Chief Executive Academic

**Location:** Auckland

**Directorate:** Academic

**Grade/Band:** Senior Manager

### **Purpose of position:**

Oversee the (Otara) campus during change and transformation ensuring that staff are supported and the schools are equipped to deliver a contemporary, sustainable learning experience to a wide variety of learners. The Directors Schools and Performance will be key members the Academic Leadership Team, leading the development of a dynamic academic offering across MIT that delivers success to our students and the industries we serve.

### **Accountabilities:**

#### **Academic Operations**

- Understand the unique characteristics, challenges and opportunities facing the Campus.
- Lead the development and implementation of Campus plans, ensuring alignment with institutional strategies and policies.
- Lead the performance of the Campus from commercial, financial, and academic perspectives, including supporting programme teams to deliver high quality, compliant and financially sustainable education and training opportunities to learners.
- Have overall accountability for the management of all programmes delivered on Campus
- Work with the DCE Academic and other senior academic leaders to provide leadership institute-wide for academic operations.
- Create and develop enduring relationships with key stakeholder groups (both internal and external), linking all relevant MIT staff into those relationships.
- Develop and maintain excellent relationships with the Executive Leadership Team and their direct reports, and the Academic Committee and its sub-committees.
- Holds shared accountability for the achievement of MIT financial targets and metrics, and the achievement of base and non-base income budgets.
- Identify strategic initiatives that provide opportunities for growth and, subject to approval,

implement accordingly.

### **Commercial Management**

- Achieve or improve upon the Campus' annual revenue and expenditure budget targets.
- Plan and manage resources for existing and new initiatives.
- Transition the operating model from one of competition with other Institutes of Technology and Polytechnics to one of collaboration with all parts of the Te Pūkenga network, while maintaining a healthy and assertive competitiveness with other providers of vocational education and training.
- Understands the competitive landscape and keep the team abreast of activities and opportunities.
- Lead and contribute to the development of vendor RFP response documents and subsequent selection processes.
- Work closely with the other Directors/GMs in MIT and within Te Pūkenga to bring together the best teams to deliver solutions to meet the needs of the market and clients.
- Provide guidance and resources to ensure implications are mitigated and understood.
- Inspire and encourage Campus leadership to develop strong commercial acumen in relation to vocational education and training.

### **People Leadership**

- Coach and develop direct reports to build their capability in developing and maintaining high performing and highly accountable teams.
- Ensure that the Academic Lead Model is effectively implemented within the Campus.
- Ensure that the Campus implements the 'Perform' process to align individual staff plans and performance with institutional plans.
- Develop a Campus culture that reflects MIT's values, encouraging a collaborative and empowering work environment
- Role model behaviours that ensure MIT's vision, values and goals are understood and embraced and that all staff work as one team
- Collaborate and maintain productive working relationships with all members of the Academic leadership team.
- Work with People & Culture in implementing change management processes as required so as to exemplify MIT values and effectively manage risk.
- Works in close partnership and actively participates as a member of the Academic leadership team to ensure the effective and efficient leadership and operation of the Institute.
- Communicate openly and provide constructive feedback to help drive a culture of positivity and continuous quality improvement.
- Support the Campus team in transitioning positively and as seamlessly as possible into Te Pūkenga.

### **Academic Quality**

- Exercise joint responsibility with the Heads of School to lead and uphold academic quality

within programmes delivered.

- Exercise joint responsibility with the DCE Academic to develop and implement the Campus academic portfolio and operational plans (recognizing that during 2022 MIT is transitioning into Te Pūkenga).
- Exercise responsibility to drive continuous improvement in programme performance in accordance with MIT Policies and procedures and best practices.

### Institute-wide responsibilities

- As a member of MIT's senior academic leadership, each Director Schools and Performance will be expected to participate in institute-wide committees, working groups and projects as may be required from time to time by the DCE Academic.

### Health & Safety:

- You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.
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### All MIT staff are expected to:

- Build and have an understanding of the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.
- All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all learners, staff and other persons within your area of responsibility.

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- All team members to attend Te Tiriti o Waitangi and for Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

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***We get great results and celebrate success.***

## Relationships:

Internal: all staff

External: Industry and employers, relevant community organisations, Te Pūkenga, other tertiary institutions

## Experience:

### Critical

- Demonstrated track record of success in a senior leadership role (ideally for more than 10 years.)
- Ability to develop and maintain strong and positive networks both with internal and external stakeholders. Ability to identify, analyse and respond to opportunities and develop solutions with speed. Highly developed interpersonal skills with a demonstrated ability to lead effectively. Demonstrated ability to respond appropriately and calmly and to perform under pressure. An exceptional people leader with experience in creating a high performing team and positive culture.
- Has strong commercial and financial acumen with a proven record of having met or exceeded growth targets in revenue.
- Has led an organisation or teams through change and is confident with change processes and transformation

### Desirable

- A relevant tertiary qualification
- Experience in dealing with the complexities of a large diverse organization.
- Previous experience in a tertiary setting.
- Strong systems and process management experience.
- Experienced in operational management with in-depth financial and resource management experience.

## Competencies:

- Honour MIT Values
- Leading change
- Vision and Strategic Capability
- Business acumen
- Operational excellence
- Coaching and developing others
- Leading Safety & Wellbeing
- High level of cultural competency
- Builds partnerships
- Delivers customer excellence
- Proactive thinking skills whilst being able to think outside the box



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TECHNOLOGY**  
Te Whare Takako o Manukau

- Strong resilience
- Acts ethically and with integrity
- Drives alignment with clients, partners, and stakeholders

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## Early Childhood Teacher

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<b>Reports to:</b>	Team Leader Centre Manager	<b>Location:</b>	Tāmaki Makaurau, Auckland
<b>Directorate:</b>	Student Experience and Success		

### **Te aronga o te tūranga: Purpose of position**

The role of Student Experience and Success is to support MITs strategic goals to improve the student experience on campus and lift overall student retention and completion rates, with a particular focus on priority learners and at-risk cohorts. This will be achieved through the provision of a variety of general and targeted support services and engagement opportunities to optimise the personal, social and academic experience of students thereby enhancing their engagement, persistence and success at MIT.

To co-construct learning alongside children. Provide rich learning experiences in response to children's interests, skills and abilities based on individual observations and maintaining the principles of the centre charter. To provide excellent care and promote the well-being of the children and their families. To foster the critical thinking child. To be a reflective practitioner.

### **Āu haepapa: Accountabilities**

**Commitment to the Teaching Profession; maintain public trust and confidence in the teaching profession by:**

- demonstrating a commitment to providing high-quality and effective teaching
- engaging in professional, respectful and collaborative relationships with colleagues
- demonstrating a high standard of professional behaviour and integrity





demonstrating a commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in the learning environment

- contributing to a professional culture that supports and upholds this Code.

#### Professional Standards for Registered Teachers:

Registered teachers must display a high level of competence in the performance of their day-to-day teaching responsibilities.

- are competent in the content of Te Whariki
- demonstrate and discuss developments in current learning, teaching and assessment theories
- demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Maori
- demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whariki
- evaluate and reflect on teaching and learning with a view to improvement
- utilises assessment as a conscious practice of noticing, recognising and supporting documentation
- demonstrate effective positive guidance strategies
- develop competent practices in facilitating children's engagement in learning
- establish high expectations that value and promote learning
- maintain and promote positive relationships with children that respect their individuality, culture and place in their community
- communicate clearly and accurately in either or both of the official languages of Aotearoa/New Zealand
- communicate effectively with children, colleagues, family/whanau and caregivers
- provide regular feedback that contributes to the child's learning pathway
- involve parents/whanau in the centre programme
- establish and maintain effective working relationships with colleagues
- encourages others and participates in professional development
- contribute to the life of Children's Education Centre, its community and the Association

#### Communication and Consultation:

- Proactive in building relationships with families and the community
- Promotes a positive and caring educational environment for children, their families and staff
- Maintain relationships with external agencies where appropriate.
- Maintain effective working relationships.
- Support the vision and values of Children's Education Centre and assist with the future directions of the company.
- Communicate effectively with children, colleagues, family/whanau and caregivers.
- Provide regular feedback that contributes to the child's learning pathway.
- Involve parents/whanau in the programme planning and evaluation.
- Display ethical and responsible behaviour.
- Demonstrate effective communication within the team. Proactively handle any significant communication issues in a timely and professional manner.





### **Operation and Administration:**

- Maintain accurate records
- Comply with all relevant legislation, early childhood regulations, DOPs and CEC policies and procedures.
- Maintain the health and safety of themselves and others at all times.
- Induct & support new staff members if needed.
- Participate in relevant professional development.
- Source and convey accurate information in a timely manner.
- Participate in regular documented staff meetings.
- Participate in regular review of the centres procedures and practices.
- maintain accurate records of the room.

### **Commitment to Learners; work in the best interests of learners by:**

- promoting the safety and wellbeing of learners and protecting them from harm
- engaging in ethical and professional relationships with learners that respect professional boundaries
- respecting the diversity of the heritage, language, identity and culture of all learners
- affirming Māori learners as tangata whenua and supporting their educational aspirations
- promoting inclusive practices to support the needs and abilities of all learners
- being fair and effectively managing my assumptions and personal beliefs.

### **Commitment to Families and Whānau; respect the vital role my learners' families and whānau play in supporting their children's learning by:**

- engaging in relationships with families and whānau that are professional and respectful
- engaging families and whānau in their children's learning
- respecting the diversity of the heritage, language, identity and culture of families and whānau.

### **Commitment to Service Excellent and Quality:**

- Providing a culturally sensitive approach in all interactions with children, student teachers, staff and community members.
- Participating in continuous learning and training as required to support educational practice.
- Keeping up to date with relevant systems, policies and procedures and relevant legislation.
- Actively participating in staff meetings and contributing to the continual improvement of the Centres service offerings, engagement goals and development opportunities.
- To promote and demonstrate a child-centred philosophy and keeping parents up to date with their child's progress, Centre activities and engagement/learning opportunities.



- Contributing to the Centre's strategic planning process, policy reviews and development to strengthen and deepen an institution wide response to the work of the Centre.
- Attending and participating in wider Student Experience and Success activities and events to promote the Centre.
- When permitted or as required, attend and participate in working groups, projects or act as resource person within the MIT community in order to support other teams and service areas to enhance the services of the Children's Education Centre.
- Ensure high quality early childhood care and education is provided for every child in the early learning centre
- Ensure continual improvement within the centre and work in support of the Association's vision, values and strategic direction
- Effectively complete delegated tasks according to the specified requirements
- Ensure compliance with the Education (Early Childhood Centres) Regulations, relevant legislation, Association policies and procedures
- Access appropriate advice and support through the Centre Manager and professional support team
- Meet the Professional Standards
- Support the Centre Manager in his/her management responsibilities
- Be confident in writing learning stories, self-reviews, planning for young children according to their interest, providing meaning learning experiences to extend children's learning, providing children with opportunities to learn about their culture and others cultures around them.
- Maintaining records and filing them regularly for ERO purposes

**Commitment to Society; respect my trusted role in society and the influence I have in shaping future by:**

- promoting and protecting the principles of human rights, sustainability and social justice
- demonstrating a commitment to a Tiriti o Waitangi based Aotearoa New Zealand
- fostering learners to be active participants in community life and engaged in issues important to the wellbeing of society
- 

#### **Te Hauora me Te Haumarū: Health & Safety**

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#### **Te Tiriti O Waitangi**

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Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education Act 1989, identifies that one of the duties of each TEI council, in the performance and functions and the exercise of its powers (s181), is to acknowledge the principles of Te Tiriti o Waitangi<sup>1</sup>.

**All MIT staff are expected to:**

- Build and understand the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>2</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all students, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

**Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do.
- Promote activities and initiatives that assist MIT to achieve its vision and mission.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

**Ngā uara o MIT: MIT Values**

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

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We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach,

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with practical, hands-on learning that leads to real skills for real jobs in the real world.

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*We get great results and celebrate success.*

#### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

#### **Āu wheako: Experience**

##### **Desirable:**

Diploma/Bachelor Degree Early Childhood

Teaching Provisional or Full Current

Teacher Registration Current Police Vet

Experience working with children and their families in a childcare setting

#### **Āheitanga: Competencies**

- **Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Student Commitment:** an active commitment to students' aspirations, learning and achievements.
- **Accountability:** Drive for results and commitment to delivery.
- **Impact and Influence:** the ability to persuade, convince and influence others.



- Team Work: Works collaboratively with all members of the team, providing input, support and encouragement

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## Electrical and Utilities Services Coordinator

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**Reports to:** Property Manager

**Location:** Tāmaki Makaurau, Auckland

**Directorate:** Property and Campus Services

### **Te aronga o te tūranga: Purpose of position**

Responsible for the preparation, planning and scheduling of maintenance works on all property services assets. Manage contracts and contractors to ensure assets and systems perform to required levels, and assist with minor capital project works. This is a role in the Property Team that will assist in developing initiatives and manage outcomes that will ultimately:

- enhance campus surroundings enriching the students campus experience and learning environment;
- ensure a pleasant and productive work environment for all staff; and
- create a professional and lasting experience for visitors
- optimise plant and equipment performance, with minimal unplanned outages

The position is also responsible for facilitating information on all electrical and utility assets, coordinating tests and power outages, while balancing operational excellence and cost effectiveness across the MIT property portfolio.





## Āu haepapa: Accountabilities

### Building Services

- Prepare the maintenance plan for all electrical, lighting, fire and continuous power systems equipment, and estimate costs and priorities.
- Co-ordinate and implement the preventative maintenance of all electrical equipment, utilities and infrastructure, both exterior and interior, in accordance with maintenance plan.
- Liaise with outside organisations on Building Compliance issues, BWoF, Independent Qualified Person (IQP) inspections and Building Consents to ensure that the requirements of the Building Code are adhered to with respect to all electrical works.
- Be conversant with the changing technology methods and requirements so as to ensure efficiency.
- Carry our energy audits and be involved with sustainability.
- Carry our energy efficiency related project work
- Facilitate services works to effect the movement of staff and chattels between Campus offices.
- Responsible for the accurate maintenance and management of building electrical and electronic services
- Complete annual inspection of all plant, buildings and grounds and provide a report outlining the outcomes.

### Capital Projects

- Assist the Property Manager with the 5 and 10 year plan for replacement items for inclusion in the annual Minor Equipment and Minor Capital Works Plan.
- Assist Property Manager with tendering, business cases and supplier evaluation for maintenance contracts and minor projects.
- Liaise with departments; ensuring minimal disruption is made to the activities of the Institute.
- Identify the scope of works for various projects to be undertaken within specific deadlines.
- Work with the Property and Campus Services Team in developing service standards.
- Provide customer focused service that consults and keeps customers informed.
- Project manage Minor Works projects ensuring they are completed on time, on budget and are of a high quality.
- Assist with Minor Capital Works projects ensuring that all projects are fit for purpose, are constructed to legislative standards, and are built to budget and completed on time.

### Financial and Contractor Management

- Assist the Property Manager in the preparation of annual budgets.
- Assist the Property Manager in monitoring and control of allocated budgets.
- Negotiate prices with external contractors and suppliers ensuring that quality standards are maintained, and that costs are within set budget allocations.
- Coordinate and liaise with contractors and suppliers of services ensuring that works, services or projects meet the agreed specifications.
- Liaise with outside suppliers and contractors to establish specific briefs for any work or service for Property and Campus Services and assist the Property Manager with minor projects.
- Ensure quality of work meets the agreed standards and is within budget allocations.
- Minimise any potential disruption to the activities of the Institute from work projects.





- Monitor contractor invoices to ensure Manukau Institute of Technology is paying agreed rate for agreed work.

### **Quality and Customer Service Excellence**

- Provide a high quality service with a strong focus on customer service towards the Institutes staff and students.
- Work with the Property and Campus Services Leadership Team in developing service standards.
- Provide customer focused service that consults and keeps customers informed.
- Appropriate standards for all electrical and utilities systems are followed in projects.

### **Te Hauora me Te Haumarū: Health & Safety**

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#### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners





### Āu wheako: Experience

#### Critical:

- Relevant tertiary qualification in electrical, control systems or building services.
- Minimum 3 years' experience in a large multi-building site.
- Minimum 3 years' experience with building services equipment: Fire, Electrical and emergency lighting
- Proven project or contract management skills.
- High level of computer literacy including Microsoft Word, Excel, Outlook and MS Projects.
- Commercially astute with demonstrated commercial experience
- Proven ability to build rapport, maintain excellent relationships and work effectively and collaboratively with others across a broad cross section of people
- Must hold minimum of EST class electrical registration
- Must hold and maintain a valid, full vehicle driver's license
- Knowledge or experience with energy savings related technical work.

#### Desirable:

- Strong focus on providing a high level of customer service
- High level of attention to detail with excellent organizational and planning skills
- Ability to identify and manage priorities and meet deadlines
- Ability to build robust and productive working relationships
- Excellent communication skills with the ability to influence and get results
- Innovative, self-motivated and high level of resilience and patience.
- Self-motivated and outcome focussed
- Ability to be able to work with multiple groups of people and cultures
- Agile and flexible to change
- Commitment to MIT's Te Tiriti o Waitangi policy

### Āheitanga: Competencies

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## Entry Support Services Engineer

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**Reports to:** Support Services Manager

**Location:**

Tāmaki Makaurau, Auckland

**Directorate:** Technology Services

### **Te aronga o te tūranga: Purpose of position**

Create, Maintain and Support the Institute's IT Systems. Provide technical advice to key stakeholders

### **Accountabilities:**

#### **Support Service Accountability**

- Be the first point of contact between the customer and the Technology department on a day to day basis, providing friendly, efficient and reliable service.
- Ensure that all physical resources are tagged, allocated and managed efficiently through planning, coordinating and monitoring.
- Receive, tag and maintain stocks of assets and control distribution as required. Monitor movement of equipment and ensure that changes are recorded in the inventory database.
- Maintain operation performance and currency of equipment, to minimise the disruption to the customer.
- Liaising between Technology teams and the customers.
- Provide information/ recommendations on products and services to customer.
- Highlight to Technology management any areas of service which are not meeting customer requirements.



- Develop, implement, and maintain policies, procedures, and associated training plans for technologies across MIT.
- Display a commitment to ongoing continuous improvement, transformational change and strong business alignment between MIT's internal stakeholders.
- Maintain the Technology Support Systems and services, tuning, break-fix support, software release and management.
- Work closely with Technology suppliers to ensure you are abreast of all change and future direction of MIT's IT suppliers.
- Support and administer the copy and print services and end user printing requirements.

### Service Management

Maintain, optimise and assist in the day to day operational performance of the Technology Infrastructure environment to ensure the delivery of Support Services within agreed SLA parameters.

#### Key Tasks

- Maintain Support Services Systems and equipment to agreed service levels.
- Perform diagnosis and repairs on Support Services systems and hardware
- Constantly monitor the HEAT system and action calls logged in a timely manner to ensure resolution meets the agreed service levels.
- Troubleshoot any issues that may arise with the Support Services environment, establishing relationships with vendors to assist in the resolution of faults.
- Create, move, change and delete users on Support Services Support Services
- Plan and implement any change that are required in accordance with Change Control procedures and be available to peer review team changes for suitability prior to the change taking place.
- Provide 1st and 2nd level subject matter expertise support for services that utilize the Support Services Systems in the initiation of actions through root cause analysis, education and training.
- Assist Support Services team members in their task of producing documentation for end users.
- Maintain a shared knowledge database with up to date documentation, processes and procedures.
- Provide technological advice to users on current and future computer systems
- For application delivered virtually, provide technology guidance to users to ensure all issues are logged
- Help users to understand how the applications they are using, are integrated into the MIT ICTS systems
- In consultation with the Infrastructure Team create solutions using equipment and software to solve customer needs and problems, to deliver a high performing environment
- Share knowledge and actively contribute to cross training team members
- Maintain own knowledge of current and emerging technology and best practices.

### Monitoring, Reporting & Management of the Support Services Systems

To ensure that the requirements of capacity management, trend analysis, optimisation, design and quality of service are met by implementing and maintaining solid monitoring platform, whilst reporting any findings in documented format to the Support Systems Manager and Lead Engineer.





### Key Tasks

- Ensure that the supporting hardware, infrastructure and environments that make up the network technology stack and deliver the Support Services and Infrastructure Services are proactively managed to enable sustainable capacity planning for these services.
- Maintain the technical currency of all Support Services Systems such as: Operating Systems Version and updates
- Follow, amend when required & champion policies, procedures and standards and maintain quality and currency of documentation
- Assist Support Services Manager and Lead Engineer in the creation and implementation of monthly performance data of the Support Services Systems.
- Maintain a concise inventory of the Support Services Systems and hardware.

### Security

To ensure that security of the Infrastructure Systems is maintained and managed to an acceptable standard.

### Key Tasks

- Ensure systems are up to date on end user devices.
- Monitor system security logs and alerts from security systems and applications

### Training and Mentoring

To ensure that skill sets are maintain and that Technology Services staff are cross-skilled and given technical guidance & confidence.

### Key Tasks

- Maintain technical expertise, keep abreast of technological change, identifying and specifying potential upgrades or changes in infrastructure including management tools and security which will benefit Technology Services and the user community
- Share your knowledge, train or guide other Technology Services staff members in support of infrastructure systems issues.
- Work with Technology Services teams, service divisions and faculties to implement (and improve) self-service solutions to promote a knowledge sharing environment.

### Out of Hours Contact

Provide support for out of hours technical emergencies and requests.

### Key Tasks

When required, provide remote or localised expert technical support to MIT where and when needed





### **Te Hauora me Te Haumaruru: Health & Safety**

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

### **Te Tiriti O Waitangi**

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education Act 1989, identifies that one of the duties of each TEI council, in the performance and functions and the exercise of its powers (s181), is to acknowledge the principles of Te Tiriti o Waitangi<sup>1</sup>.

#### **All MIT staff are expected to:**

- Build and understand the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>2</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all students, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

#### **Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do.
- Promote activities and initiatives that assist MIT to achieve its vision and mission.

<sup>1</sup> Education Act 1989, (as at 29 Oct 2016). Retrieved from [http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw\\_096be8ed81430a59\\_Performance+and+Functions\\_25\\_se&p=3&sr=68](http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw_096be8ed81430a59_Performance+and+Functions_25_se&p=3&sr=68).

<sup>2</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.



*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

### **Ngā uara o MIT: MIT Values**

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

#### **Kia tūturu tatou: WE ARE REAL**

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

*We are genuine, honest and down to earth.*

#### **MANAAKITANGA**

We genuinely care for others. So we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

*We care for others to nurture achievement.*

#### **Kia tūhonohono tatou: WE ARE CONNECTED**

We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable. Because we want our networks to be strong and our relationships to be genuine and long-lasting.

*We are well connected, open and approachable.*

#### **Kia whai hiranga tatou: WE ARE EXCELLENT**

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success.

*We get great results and celebrate success.*

#### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

#### **Āu wheako: Experience and Qualifications:**

Appropriate tertiary qualifications in Information Technology and/or Business.

1-2 + years' experience in IT service provision.

Working understanding of audio visual and conference, networking, application and infrastructure technologies both on-premise and public cloud providers.

Excellent Customer Service Management and Skills

Experience in specifically prioritisation of tasks and resources and including excellent stakeholder management skills.

Familiar with Windows environment.

Experience within the Microsoft 365 technologies.

Experience working in government or education an advantage.





**Technical Skills (Essential):**

Working knowledge of Microsoft Systems Knowledge of Windows Desktop Operating Systems  
Knowledge of supporting Application and Desktop Virtualization such as Citrix

**Personal Skills (Essential):**

Must be service orientated  
Excellent relationship builder at all levels.  
Proven time management skills  
Sound analytical, design and problem-solving skills.  
Excellent written and verbal communication skills.  
Ability to work autonomously and within a team environment.  
Able to create and follow procedures  
Enthusiasm, flexibility to change, initiative, commitment to the organisation and a willingness to learn and develop.

**Āheitanga: Competencies**

**Inspiring Others:** using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations and individuals involved.

**Leadership:** modelling the vision and values, being action orientated, making decisions taking into account associated issues and shaping team or group priorities to reflect the organisation's vision and values.

**Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.

**Student Commitment:** an active commitment to students' aspirations, learning and achievements.

**Accountability:** Drive for results and commitment to delivery.

**Building a Successful Team:** uses appropriate methods and a flexible interpersonal style to help build a cohesive team.

**Business Acumen:** developing and incorporating an understanding of the competitive business environment as well as an awareness of economic, social and political trends that impact the organisation's strategy.

**Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to and implements or initiates action promptly.

**Establishing Strategic Direction:** establishing and committing to a long-range course of action to accomplish a long-range goal or vision after analyzing factual information and assumptions taking into consideration resources, constraints, and organisational values.

**Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.

**Impact and Influence:** the ability to persuade, convince and influence others.

# Events Manager

***Change starts here; transform your career and make a difference***

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting students into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

<b>Reports to:</b>	Head of External Engagement	<b>Location:</b>	South Auckland
<b>Directorate:</b>	Pasifika, Partnerships and Support	<b>Grade/Band:</b>	

## **Purpose of External Engagement Team:**

Develop maintain and grow external relationships at MIT. Coordinate External Engagement across MIT with our Industry, Employers, Schools and Community partners to ensure mutually productive and valuable relationships. Key account manage identified strategic or shared relationships on behalf of MIT Schools, generate business development opportunities and provide the tools and support to ensure External Engagement is successful at MIT.

## **Purpose of Position:**

To successfully project manage internal and external events for MIT from conception through completion, on time and within budget. Responsible for developing and implementing a schedule of events that supports the institute's strategic goals, delivers on the key objectives for each event and enhances the MIT brand and reputation with the target audience.

## **Accountabilities:**

### **Event Management**

- Create an annual plan of internal and external events for MIT, in conjunction with internal stakeholders (i.e.: Campus staff, Marketing, Student Journey and Pasifika Partnerships & Support teams)
- Generating experiential ideas for both virtual and in-person events i.e.: Develop and manage in-person and online content in collaboration with the wider teams including social media and technical requirements for virtual events.
- Exceptional communication skills to liaise with internal and external stakeholders, to ascertain their precise event requirements, including cultural awareness;
- Project planning, implementing and managing the delivery of large events such as MIT annual Diploma / Degree Graduation and Certificate Graduations, within the allocated budget and timeframe.
- Working with the event owner to produce detailed project plans for events (e.g. key objectives, timelines, run sheets, venues, suppliers, legal obligations, staffing, budgets and post event marketing communication opportunities);

- Securing and booking a suitable venues or locations, as required;
- Ensuring insurance, legal, health and safety obligations are adhered to;
- Responsible for obtaining and managing all relevant licenses for events and staff;
- Coordinating venue management, caterers, stand designers, contractors and equipment hire;
- Organising facilities for car parking, traffic control, security, first aid, hospitality and the media;
- Liaise with Chief Executive office to support VIP events;
- Lead project meetings with working groups;
- Liaising with marketing and PR colleagues to promote the event, pre and post;
- Coordinating suppliers and troubleshooting on the day of the event to ensure that all runs smoothly;
- Overseeing the dismantling and removal of the event and clearing the venue efficiently;
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

### **Project Management**

- Project lead for events across MIT, coordinating working group meetings, delegating tasks to working group members and tracking key milestones of the project.
- Providing regular project review updates to the working group and the Executive Leadership team.

### **Contract Management**

Co-ordinate and liaise with suppliers of goods and services so that events meet the agreed budget and specifications

- Builds excellent relationships with internal and external suppliers.
- Consult with external suppliers to establish specific briefs for any contracts ensuring cost, quality standards and deadlines are met.
- Monitor ongoing progress of projects to ensure on-time completion and quality assurance.
- In conjunction with the Legal and Contract team, negotiate and renegotiate formally approved, legal contracts and tenders for service with outside suppliers of goods and services (contractors) ensuring quality standards and costs are met and in accordance with MIT's procurement policy.

### **Financial Management**

To control the financial allocation, or work directly with the budget holder, of specific event funds in order to obtain the most efficient and effective use of Institute funds.

- Develops and implements budgets for all events (in consultation with event owner and Head of External Engagement)
- Monitor and control event budgets ensuring that expenditure is within the approved figures.
- Authorise payments and ensure costs are allocated to the correct cost centres and in accordance with approved financial signing authority.
- Authorise payments for the contractors and suppliers of services in accordance with approved signing authority.
- Conducts purchasing activities in a fiscally responsible manner.



## Assists with External and Internal Event Communication

- Support Communication team to promote upcoming events and liaise with Marketing team for distribution.
- Communicating regularly with Marketing regarding future opportunities for publicity and advertising.

## Health & Safety

*Take all practical steps to create and maintain a safe and healthy working environment for self, students and other persons within your area of responsibility.*

- Ensure that all hazards are identified and controlled in your area of work.
- Ensure all accidents and near misses are reported and investigated and corrective action is taken as required.
- Insist that safe work systems and practices are followed at all times by staff and students.

## Te Tiriti O Waitangi

Take all practical steps to create and maintain a culturally sensitive working environment for staff, students and other persons within the Faculty. Attend training about the Treaty of Waitangi and/or biculturalism if required.

## Organisational obligations

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's The Way We Work and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
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- Promote activities and initiatives that assist MIT achieve its vision and mission

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent*

## MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

### WE ARE REAL

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## WE ARE EXCELLENT

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success. *We get great results and celebrate success.*

### Job Dimensions:

**FINANCIAL AUTHORITY:** TBC  
**BUDGET SIZE:** TBC  
**REVENUE:** N/A  
**Direct Reports:** N/A

### Relationships:

Internal:	External:
All MIT staff	Te Pūkenga
	Industry and Business
	Professional bodies (Industry Associations / Business Associations)
	Community Groups
	Other tertiary organizations
	Agencies and Suppliers

### Experience:

- At least 5 years' experience in an integrated events management/organiser role.
- Experience working closely with and managing various contractors, including equipment hire, facilities hire, food and beverage, entertainment, cultural groups.
- Experience working within budgets and negotiate with and influence key decision makers.
- Experience in project management skills and best practices.
- Tertiary marketing or event management qualification preferred.
- Advanced computer literacy (MS Suite – Excel, Outlook, Word, Project).
- Hold and maintain a valid vehicle driver's license, which must be kept current.
- Demonstrated staff and team leadership experience.
- Previous experience in the New Zealand tertiary and/or education sector desirable.

### Qualifications:

Relevant tertiary qualification aligned to credibility within sector.

### Competencies:

#### Job Specific

- Able to multi-task, meet deadlines within budget, and work under pressure with minimal supervision.
- Able to communicate and effectively build relationships with a range of ages, ethnic groups, industries/ professions/ groups and suppliers.
- High attention to detail.
- Able to think strategically.
- Down to earth 'can do' attitude.
- Ability to work in bicultural and multicultural environments.



- Be enthusiastic, self-motivated and outgoing
- Be commercially aware and customer-focused
- Have a positive and adaptable approach to problem solving
- Be innovative and creative to distinguish your event from the competition
- Have an understanding of budgeting and financial management

**Core**

- Effective communicator – able to listen to and understand others. Able to present to Executive or Board level if required.
- Ability to lead and work as part of a team
- Ability to help develop a positive team culture, which see customer service as key
- Customer driven
- Change management
- Acts ethically and with integrity
- Negotiates and persuades effectively at all levels of the organisation
- Ownership of opportunities and issues, finding solutions, initiative to make things happen
- Accountability for results
- Display sound business judgment and decision making capability
- Understands applicable laws, regulations, and government requirements and their impact on the business

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**Executive Assistant**

<b>Reports to:</b>	Executive Director, ConCOVE	<b>Location:</b>	Tech Park, Manukau
<b>Directorate:</b>	ConCOVE	<b>Type:</b>	

ConCOVE (hosted by MIT) was launched in 2020 and is tasked by the Tertiary Education Commission (TEC) to engage with the New Zealand construction and infrastructure sector to understand their workforce needs. Once these are understood, ConCOVE will then recommend vocational education tools and training to address these needs. Strategic themes are entry, diversity, disruption, career progression, and sustainability, and in particular, increasing participation and progression of Māori, women and Pasifika in our sectors.

**Purpose of position:**

The purpose of this position is to support the ConCOVE's Executive Director, wider team and Board with administrative and secretariat activity. The position will also liaise with MIT Te Pūkenga internal teams such as finance, people and culture, Tech Park staff, ICT and others, to ensure the smooth operation of the ConCOVE Tūhura.

**Key deliverables summary:**

1. All governance related secretariat duties, including meeting agenda, Board pack, meeting minutes, Board travel.
2. Administrative support to the ConCOVE's three Advisory Groups, including secretariat duties.
3. Travel arrangements for the ConCOVE Tūhura team.
4. Ensuring reporting timelines for the TEC and MIT Te Pūkenga are adhered to.
5. PA to the Executive and Deputy Director's.
6. Efficient operation of the Director's office.

**Responsibilities:**

- PA to Deputy and Executive Director, including diary and calendar management, meeting coordination
- Board Secretariat
- Produce and distribute Board meeting agenda's, minutes, and packs
- Manage website enquiries and membership applications
- General administration for ConCOVE activities
- Project administration and reporting, where required
- Establish and maintain processes and systems for ConCOVE operations
- Travel, accommodation, facilities and catering bookings

- Timely and accurate payment processing for all invoices, Board payments and reimbursements
- Maintain office supplies, resources, and technology
- Recruitment administration, if required
- Orientation and inductions for new staff, contractors, and Board Members
- Marketing and communications administration and website management
- Develop and maintain excellent working relationships with ConCOVE team members, Advisory Groups, Board and MIT Te Pūkenga staff.

**Experience**

- Board secretariat experience is desirable
- Experience as a personal assistant desired
- Demonstrated experience in administration and support to a team
- Experience with / basic understanding of, Mailchimp, or other emailing/marketing automation systems.
- Experience with content management systems
- Demonstrate excellent digital literacy and ability to pick up new systems.

**Skills:**

- Administration skills
- Diary management
- Board meeting minutes and pack preparation
- Strong interpersonal and relationship building skills
- Strong and effective communication both written and verbal
- Ability to develop and maintain excellent working relationships with all stakeholders
- Travel coordination, event and catering coordination
- Systems administration and process enhancement and set up
- Have experience and basic understanding with Mailchimp, or other emailing/marketing automation systems
- User knowledge for CMS i.e. Wordpress or other equivalent.
- Able to use Canva
- Basic knowledge of LinkedIn

**Core competencies**

- Effective communicator
- Accuracy and attention to detail
- Strong team player
- Positive and can-do attitude
- Customer-driven
- Change-friendly
- Takes initiative
- Accountability
- Results-driven
- Highly skilled in MS Office suite
- Digitally literate

## Health and safety

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in ConCOVE's health and safety culture by complying with ConCOVE's health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

## Te Tiriti o Waitangi

ConCOVE is committed to honouring Te Tiriti o Waitangi and following principles of Te Ao Māori. The project leader will take all practical steps to create and maintain an appropriate working environment for staff and other persons within the organisation. Attend Te Tiriti o Waitangi and Te Ao Māori training if required.

## Organisational obligations

Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with ConCOVE's Values.

As an employee of ConCOVE you are required to familiarise yourself with and comply with all organisation policies and procedures.

ConCOVE's reputation is enhanced within industry and the community by all that you do.

Promote activities and initiatives that assist ConCOVE achieve its vision and mission.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.**

## Relationships

Internal:	External:
<ul style="list-style-type: none"> <li>- ConCOVE team</li> <li>- ConCOVE Board</li> <li>- MIT Te Pūkenga staff</li> <li>- Industry advisory groups (Māori, Pacific and Women's)</li> </ul>	<ul style="list-style-type: none"> <li>- Research partners</li> <li>- Industry stakeholders</li> <li>- Vocational education and training (VET) providers (Wānanga, PTEs, Universities, Te Pūkenga, Schools)</li> <li>- Related Workforce Development Councils (WDC)</li> <li>- Māori stakeholders</li> <li>- Colleagues in other COVEs</li> </ul>



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# Head of Academic Partnerships

## *Change starts here; transform your career and make a difference*

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting learners into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

<b>Reports to:</b>	General Manager, Academic Services	<b>Location:</b>	Auckland
<b>Directorate:</b>	Academic	<b>Grade/Band:</b>	IEA

### Purpose of position:

The Head of Academic Partnerships is a key member of the Academic Services Leadership Team, and has shared responsibility for ensuring that MIT provides education that is focused on student success, aligned to current and future workforce and community needs, and is of the highest academic standard.

Specifically, the Head of Academic Partnerships is accountable for leading the development and deployment of best practice academic programme management processes, academic professional development and innovation, and associated services. The Head ultimately plays a key role contributing to the overall learner experience, ensuring it is meaningful, well supported and enjoyable.

Operationally, the Head leads the Academic Partnerships portfolio, which includes the Academic Partners and the Fleximode Studio team. Periodically the Head may manage other staff from within the Academic Centre of MIT.

### Accountabilities:

#### Academic Leadership and Engagement

- Lead the Academic Partnerships Team to engage with teaching staff as partners, working together to improve learner outcomes.
- Model a strong culture of academic excellence through leadership, capability development, robust academic frameworks and processes.
- Ensure that a philosophy and practice of continuous improvement is built into academic activities.
- Contribute to the Institute's academic governance fora as a senior leader.
- Ensure that MIT's academic policies and procedures are well communicated and understood by teaching staff. This will include (but may not be limited to) training and coaching on:
  - internal and external moderation;
  - consistency;
  - external monitoring;
  - programme evaluation and review (PER); and
  - External Evaluation and Review (EER).

- Lead the Academic Partnerships Team and Fleximode Studio business operations and strategic projects to achieve the agreed outcomes/deliverables.
- Develop and maintain collaborative links with peers at other tertiary institutions, external education organisations and sector groups, with regard to academic processes and partnerships.
- Oversee the support processes which ensure that all MIT's academic offerings (programmes, courses, training schemes, unit standards, micro-credentials etc.) are developed, accredited/approved, delivered and reviewed in accordance with the Institute's quality assurance framework requirements.
- Facilitate the Academic Lead, Curriculum forum as Institute Coordinator, reporting to both Heads of School, Campus GMs and the GM Academic Services after each meeting.

### Academic Staff's Professional Development

- Ensure that all academic staff have access to, and participate in, an appropriate and timely induction into their academic responsibilities and to the Institute's expectations of their standard of performance and student focus.
- Forge close relationships with MIT's Tertiary Teaching Unit, the Pasifika Development Office and Te Tari Mātauranga Māori along with the Culture and Development Team Leader to ensure a collegial and collaborative approach to supporting the development of academic staff.
- Ensure academic staff have access to excellent professional learning opportunities and, where appropriate, have the opportunity to contribute to the expansion, improvement and provision of those opportunities.
- Inspire and motivate academic teams to generate innovative teaching practices and delivery options for students.
- Lead the annual Learning and Teaching Symposium and establish support to deliver the Teaching Excellence application processes.
- Champion digital innovation and grow academic staff's digital capability by supporting teaching teams to engage to the fullest extent possible with MIT's Learning Management Systems (LMS), the Knowledge Base, Fleximode services and the Canvas Standards.
- Maintain currency of own knowledge, including a working knowledge and understanding of the NZQA's Evaluative Quality Assurance Framework<sup>1</sup>

### People Leadership

- Develop a high performing, cross-functional and highly accountable team that supports the achievement of MIT's goals, improves learner outcomes and provides job satisfaction for staff.
- Ensure that staff receive appropriate induction, training and development to ensure that they are quickly able to engage with academic staff in a meaningful and effective manner.
- Maintain constructive and collaborative working relationships with all members of the Academic Leadership Team.
- Role model and communicate behaviours that exemplify MIT's Kaupapa, values and strategic direction.

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<sup>1</sup> <http://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/>

## Health & Safety

You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

## Te Tiriti O Waitangi

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education Act 1989, identifies that one of the duties of each TEI council, in the performance and functions and the exercise of its powers (s181), is to acknowledge the principles of Te Tiriti o Waitangi<sup>2</sup>.

### All MIT staff are expected to:

- Build, and have an understanding of, the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>3</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all learners, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

### Organisational obligations

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values
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<sup>3</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.



## MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

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We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

*We are genuine, honest and down to earth.*

### MANAAKITANGA

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We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable.

Because we want our networks to be strong and our relationships to be genuine and long-lasting.

*We are well connected, open and approachable.*

### WE ARE EXCELLENT

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success.

*We get great results and celebrate success.*

## Job Dimensions:

**FINANCIAL AUTHORITY:** N/A

**BUDGET SIZE:** N/A

**REVENUE:** N/A

**Direct Reports:** 8-12

**In-Direct Reports:** 1-2

## Relationships:

**Internal:** Academic Leadership Team; Academic Board, Committees & Sub-Committees, Directors/Heads of Schools; All staff; Te Pūkenga

**External:** Peer subsidiaries, other educational bodies (e.g. Ako Aotearoa)

## Experience:

### Critical

- Demonstrated track record of success in a people leadership role (3- 5 years)
- A relevant tertiary qualification
- Experience in dealing with the complexities of a large and diverse organisation



- Experienced in operational management with in-depth resource management experience
- Ability to develop and maintain strong and positive relationships both with internal and external stakeholders
- A strong people leader with experience in creating high performing teams and a positive culture
- Exceptional analytical skills and a track record of developing and implementing successful solutions
- Demonstrated ability to respond appropriately and calmly and to perform under pressure
- Strong management acumen with a proven record of having met or exceeded performance targets
- Experience successfully leading an organisation or function through complex change that has resulted in significant performance uplift.

#### Desirable:

- Previous experience in a tertiary education setting
- Detailed knowledge of the New Zealand tertiary education environment
- Strong systems and process management experience
- Learning and teaching experience.

#### Competencies:

- Honours MIT Values
- Strategic agility
- Business acumen
- Leading innovation and change
- Operational excellence
- Coaching and developing others
- Leading teams
- Leading Safety & Wellbeing
- High level of cultural competency
- Builds strong strategic relationships/networks
- Delivers customer excellence
- Proactive thinking skills whilst being able to think outside the box
- Strong resilience
- Acts ethically and with integrity
- Drives alignment with clients, partners, and stakeholders

# Academic Quality Leader

## Change starts here; transform your career and make a difference

When you work for MIT you become a member of an innovative and passionate team dedicated to the success and aspirations of students. You will be encouraged to learn and grow, both as an individual and as a professional; and to achieve excellence in everything you do. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** General Manager, Academic Services      **Location:** Greater Auckland

**Directorate:** Academic      **Grade/Band:** IEA

### Purpose of position:

The Academic Quality Leader is a key member of the Academic Services Leadership Team, and has shared responsibility for ensuring that MIT provides education that is focused on student success, aligned to current and future workforce and community needs, and is of the highest academic standard.

Specifically, the Academic Quality Leader contributes specialist advice on academic and NZQA matters and leads MIT's academic quality portfolio, undertaking activities and managing processes which ensure that MIT meets - and continues to meet - all internal and external academic quality settings, including relevant legislative compliance settings.

### Accountabilities:

#### Academic Leadership and Engagement

- Manage the relationship with the NZQA as day-to-day contact and provide specialist advice to the institute on NZQA rules and requirements, as appropriate.
- Lead the Academic Quality Team to engage with teaching staff as partners, working together to improve quality outcomes.
- Model a strong culture of academic excellence through leadership, capability development, robust academic quality frameworks and processes.
- Ensure that a philosophy and practice of continuous improvement is built into academic quality activities.
- Ensure that all of MIT's academic policies and procedures are regularly reviewed and well communicated to teaching staff.
- Develop and maintain collaborative links with Te Pūkenga, peers at other subsidiaries, Workforce Development Councils (WDC) and other relevant groups, with regard to academic quality processes.
- Provide moderation, monitoring and consistency advice to the Institute and co-ordinate engagement with external parties through the moderation, monitoring and consistency cycles.
- Create strong relationships with Te Tari Mātauranga Māori and the Pasifika Development Office, MIT's Heads of School and Directors, Schools & Performance.
- Facilitate the Academic Lead, Quality forum as Institute Coordinator, reporting to the Heads of School, Directors, Schools & Performance and the GM Academic Services after each meeting.

## Management of Academic Quality Management System

- Maintain a detailed and systematic understanding of the NZQA's Evaluative Quality Assurance Framework<sup>1</sup>.
- Keep an overview of NZQA Review Summaries in order to monitor and advise on implications. This includes:
  - i. Assessment standard reviews
  - ii. Qualification reviews
  - iii. New qualification listings
  - iv. Changes to Consent and Moderation Requirements (CMRs)
  - v. NZQA Rules
- Ensure that MIT participates in NZQA initiatives (e.g., Simplifying qualifications and the introduction of National Curriculum).
- Maintain oversight of MIT's quality management and evaluations systems: produce reports and data on performance, measuring against set standards.
- Manage interactions between MIT schools and external parties (e.g., NZQA, WDC) with regards to moderation, monitoring and consistency and take a lead role in Institutional preparation for approval and accreditation visits.
- Maintain leadership, oversight and co-ordination of the administration of internal self-assessment quality process including Evaluations, SGIDs, Moderation, annual Programme Evaluative Reviews (PER).
- Monitor school compliance with academic policy requirements and advise senior leadership of compliance risks.
- Analyse processes, update and oversee the preparation of quantitative and qualitative reports as required for self-assessment and continuous improvement purposes.
- Ensure the production and maintenance of guides and training for staff in support of continuous improvement processes.
- Work with the Head of Academic Partnerships to facilitate and/or provide training, tools and techniques specific to the quality management system and processes.
- Maintain oversight of feedback from external moderators, monitors and consistency reviews, providing critique and referring to the Academic Partners for support to improve assessments.

## Support to Academic Quality Activities including Governance

- Oversee the support for the Academic Centre's daily activities (group emails, secretariat activities, student evaluations).
- Manage the range of administrative activities involved in the successful completion of monitoring and evaluation processes within the Academic Centre including the outcomes of Institute committees and sub-committees.
- Maintain the MIT Programme Library and oversee any redevelopment of programme regulations or templates.
- Support the Institute's academic governance structures:
  - i. Ensure that the secretariat is appropriately trained and resourced to manage academic governance committee meetings to a high standard;
  - ii. Take a lead role supporting the Academic Committee – attend the approval of papers meeting with the Chair and Secretary and QA minutes prior to submission to the Chair;
  - iii. Attend the Academic Standards Committee as an *ex officio* member and provide a programme overview for programmes undergoing changes;
  - iv. Attend the Self-Assessment and Evaluation Committee as an *ex officio* member and progress quality items through the committee

<sup>1</sup> <http://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/>



## People Leadership

- Develop a high performing, cross-functional and highly accountable team that supports the achievement of MIT's goals, improves quality outcomes and provides job satisfaction for staff.
- Ensure that staff receive appropriate induction, training and development to ensure that they are quickly able to engage with academic staff in a meaningful and effective manner.
- Maintain constructive and collaborative working relationships with all members of the Academic Leadership Team.
- Role model and communicate behaviours that exemplify MIT's Kaupapa, Values and strategic direction.

## Health & Safety

You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

## Te Tiriti O Waitangi

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

Te Tiriti o Waitangi is one of the key guiding documents for education in Aotearoa, New Zealand. It guarantees equal consideration, protection of taonga Māori, and partnership between the Crown and the Māori signatories. The Education Act 1989, identifies that one of the duties of each TEI council, in the performance and functions and the exercise of its powers (s181), is to acknowledge the principles of Te Tiriti o Waitangi<sup>2</sup>.

## All MIT staff are expected to:

- Build, and have an understanding of, the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>3</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all learners, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

<sup>2</sup> Education Act 1989, (as at 29 Oct 2016). Retrieved from [http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw\\_096be8ed81430a59\\_Performance+and+Functions\\_25\\_se&p=3&sr=68](http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw_096be8ed81430a59_Performance+and+Functions_25_se&p=3&sr=68).

<sup>3</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.

## Organisational obligations

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures
- MIT's reputation is enhanced within industry and the community by all that you do
- Promote activities and initiatives that assist MIT to achieve its vision and mission

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

## MIT Values

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

### WE ARE REAL

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

*We are genuine, honest and down to earth.*

### MANAAKITANGA

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*We get great results and celebrate success.*

### Job Dimensions:

<b>FINANCIAL AUTHORITY:</b>	N/A
<b>BUDGET SIZE:</b>	N/A
<b>REVENUE:</b>	N/A
<b>Direct Reports:</b>	6
<b>In-Direct Report:</b>	N/A

### Relationships:

Internal:	External:
Academic Centre Staff	NZQA
Campuses and Schools	TEC
All MIT Staff	Peer tertiary organizations
Te Pūkenga	WDC

### Experience:

- 5+ years' experience in a similar position in a tertiary education environment.
- A sustained track record in the following areas:
  - Technical and professional experience and success in excellent quality assurance and enhancement.
  - Effective stakeholder relationship-building.
- NZ Certificate in Adult Tertiary Teaching or similar
- Significant experience working directly with the NZQA and other standard setting bodies
- Experience leading and managing staff
- A sound understanding of Academic governance principles and processes
- Experience in setting and delivering academic performance improvement plans
- A thorough understanding of the principles of designing good assessment
- Detailed knowledge of Monitoring Moderation and Consistency settings at MIT
- Experience in interpreting Monitor, Consistency and Moderation reports
- Thoroughly conversant with the rules that govern Unit Standard delivery
- Experience coaching staff on managing academic quality through Programme Committees
- An understanding of curriculum and learning design principles and underpinning pedagogy
- Experience working in an integrated, culturally responsive, collaborative environment

### Competencies:

#### Core

- Effective communicator – able to listen to and understand others. Able to present to Executive or Board level if required.
- Ability to lead and work as part of a team
- Ability to help develop a positive team culture, which sees customer service as key
- Change management
- Acts ethically and with integrity
- Maintains positive and constructive outlook
- Negotiates and persuades effectively at all levels of the organisation
- Drives alignment with clients, partners, and stakeholders
- Ownership of opportunities and issues, finding solutions, initiative to make things happen
- Display sound business judgment and decision making capability
- Proficient in Microsoft Office 365



## Head of Ask Me! Student Service Centre

Ka timata i konei; Hīkina te kounga o tōu umanga kia puāwai. Ki te whai tūranga koe i konei, ka tū koe hei tangata ngākau titikaha mō a tātou ākongā kia puta, kia angitū hoki ai rātou ki roto i tēnei ao. Ka ākingia hoki koe kia tipu i āu ake pūkenga-takitahi, me āu pūkenga-ngaio. I konei, ka whakatinana koe i ngā mātāpono o Te Whare Takiura nei, arā, kia matapoporetia te Pono, Te Manaakitanga, Te Hononga tētahi ki tētahi, me Te Hiranga. Mā konei i Te Whare Takiura o Te Manukau o Hoturoa ka taea te ao o te takitahi, me te ao whānui te panoni.

### *Change starts here; transform your career and make a difference*

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting students into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** General Manager, Academic Services **Location:** Tāmaki Makaurau, Auckland

**Directorate:** Academic

### **Te aronga o te tūranga: Purpose of position**

This role is accountable for all the operations and functions of Ask Me!, the Student Service Centre which provides support, advice and information to students as they commence and progress through their learning journey with Manukau Institute of Technology (MIT).

The Ask Me! Student Service Centre team provides student-facing academic administrative support which includes (where necessary) assistance with: (1) Application and Enrolment processes, (2) Invoicing and Receipting, (3) Withdrawals and Transfers, (4) Academic Record requests, (5) Results enquiries and (6) Graduation support, as well as those processes designed to assist a student to on-board successfully into MIT.

Through effective leadership and management strategies the Head enables and improves our student-facing team's performance so that MIT's students and prospective students experience world-class customer service and an enrolment journey which is second to none.





## **Āu haepapa: Accountabilities**

### **Leading and shaping the culture**

As a key member of the institute leadership team, contribute to the creation of an environment in which the Ask Me! Student Service Centre team works cohesively to achieve its objectives, and individuals feel motivated to do their best work.

- Create a rolling three-year strategic plan in line with MIT's strategic plan, supported by an annual operational delivery plan
- Demonstrate MIT's values and kaupapa in your actions and behaviours, ensuring that the team's role and contribution to these are clearly articulated and celebrated
- Lead structured team-building and culture embedding initiatives
- Provide effective and professional leadership of the team, ensuring performance and development plans are in place for all staff and that these are reviewed on a scheduled basis
- Provide quality coaching and feedback to ensure effective team engagement

### **Management accountabilities**

Provide professional leadership and management to the staff of AskMe! Student Service Centre, creating a high performing team culture that meets the required service delivery outcomes

- Recognise and work in a way that is consistent with Te Tiriti O Waitangi partnership commitments
- Ensure staff compliance with legislation, sector regulations and internal operating policies and procedures
- Actively manage staff in accordance with MIT policies and procedures
- Undertake all financial accountabilities of the role
- Contribute to institute and sector reporting as required

### **Customer Service**

Demonstrate a commitment to high calibre service and support to student customers and other stakeholders

- Lead and motivate staff to deliver flexible customer-focussed service
- Model MIT's values and hold staff to service standards:
  - Listen to understand what customers want
  - Communicate in a way that is easy to understand, being clear about what is required in order to meet customer's expectations
  - Acknowledge and fix mistakes promptly
  - Do what you say you are going to do
  - Maintain oversight of a student's enquiry if you refer them to another part of MIT
- Ensure that the customer service response standard is met

### **Continuous Improvement**

Streamline processes to introduce efficiencies and improve the service to our customers





- Remain abreast of relevant sector trends, practices and in particular the implementation of Te Pūkenga's operating model
- Understand the underlying reasons for administrative process, including the parameters of institute and sector compliance
- Encourage staff to work creatively within the limitations and challenge 'the norm' if a different way of working presents itself
- Use all opportunities to identify and reduce unproductive ways of working, especially where they impact on our student customers and stakeholders

### **Relationship Management**

Create strong and productive relationships with Campus teams and other key stakeholders across MIT

- Build strong working relationships with peers for the benefit of the Directorate and MIT
- Build presence and engage with wider MIT and external bodies as required
- Model a practical, hands-on and transparent approach to engaging with Campus admin teams

### **Organisational Activities**

Contribute to the activities of the Institute as a member of senior staff

- Ensure leadership and management of Health and Safety practices & policy within area of responsibility
- Attend the International Students Advisory Sub-Committee and any other governance committees as requested.

### **Te Hauora me Te Haumarū: Health & Safety**

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**Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

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<sup>2</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.





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### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

### **Āu wheako: Experience**

Critical:

- An appropriate Tertiary qualification in management (or related discipline)
- 5+ years' experience in staff management in either the tertiary education sector or an equivalent service delivery environment
- Experience working in change and/or process improvement environments
- An exceptional people leader with experience in creating high performing teams and a positive culture
- An exemplary record of ethical behaviour and discretion
- Demonstrated ability to respond appropriately and calmly and to perform under pressure
- Strong management acumen with a proven record of having met or exceeded performance targets
- Strong systems and process management experience

### **Āheitanga: Competencies**

- Honour MIT Values
- Strong resilience
- Business acumen and analytical skills
- Acts ethically and with integrity
- Operational excellence
- Coaching and developing others
- Leading teams
- Leading Safety & Wellbeing
- High level of cultural competency



**MANUKAU  
INSTITUTE OF  
TECHNOLOGY**  
Te Whare Takaro o Manukau

- Builds strong relationships/networks
- Delivers customer excellence
- Proactive thinking skills whilst being able to think outside the box
- Drives alignment with clients, partners, and stakeholders

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## Head of Finance

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**Reports to:** DCE Operations

**Location:** Tāmaki Makaurau, Auckland

**Directorate:** Operations

### **Te aronga o te tūranga: Purpose of position**

The Head of Finance is an important leadership role that is required to lead the delivery of finance, payroll, budgeting/forecasting and associated board reporting functions. The key focus of this role in the short term is to develop initiatives, ensure a continual improvement focus and a drive toward operational and commercial excellence.

### **Āu haepapa: Accountabilities**

#### **Develop and Lead MIT's Financial Performance**

- Provide clear, timely financial reporting and analysis to the Executive Team and Board.
- Sound management of revenue, investment, treasury and tax risk exposure for MIT to ensure delivery of the Institute's long term business objectives, especially in the areas of debt management, cashflow, interest and foreign exchange.
- Ensures financial and system integrity.
- Continually improve financial reporting and payroll systems ensuring that information provided is accurate, timely and meets business needs.





- Supporting and driving sound financial stewardship throughout the organisation through cost management, analysis, reporting and financial frameworks.
- Supports the development and presentation of business cases, major capital investments and investment proposals.
- Proactively flag early, analyse and suggest corrective action options for in year financial issues.
- Provide clear, concise direction to the business on the financial impact of strategic plans and budgets.
- Deliver all statutory and regulatory reporting requirements.
- Deliver relevant Board, Audit & Compliance and TEC reporting requirements in an accurate and timely manner.
- Lead the Tribal benchmarking, CAMS assessments, annual report, external audit processes in conjunction with key team members.
- Benchmarks, KPIS and other efficiency measures are developed and used on a regular basis.
- Develop and review policies and processes as required.
- Participate in decisions regarding strategic priorities for investment/reinvestment, capital expenditure, and more efficient and effective use of MIT's resources.

**Ensure a strong financial management culture is in place by**

- Full, accurate and bona fide financial reporting and associated reporting to the Board, Audit and Compliance and stakeholders.
- Ensure appropriate compliance and control processes are in place, measured and reported.
- Provide excellent financial business partnering and commercial support to Faculties and Service Centres to ensure financial outcomes are achieved and informed by a sound understanding of business drivers and actions to be addressed.
- Manage the annual and budgeting processes including developing timelines, systems and reports.
- Manage the monthly forecasting process and ensure commercial issues are escalated with action plans in place.
- Build the financial and commercial capability of the organisation, in particular the Faculties, enabling them to effectively run their businesses.

**Payroll Services**

- Manage, control and process Manukau Institute of Technology's payroll, ensuring accurate and timely payment of salaries.
- Ensure clear, transparent, accurate and timely payroll reporting is provided to People Managers and staff.
- Proactively participate in the new HRIS/Payroll system project to ensure processes, internal controls create an excellent staff experience while meeting acceptable internal control requirements.

**Relationship Management**

- Ensure a strong customer focused approach.
- Build and develop sustainable relationships with key suppliers and contractors and other relevant government agencies where applicable.





- Develop strong relationships with Faculties and Service Departments to ensure that programme and activities are delivering the desired outcomes and are supported by professional, motivated, well managed suppliers.
- Successfully manage conflict resolution.

#### **Planning and Reporting**

- Provide, identify and implement measures/systems/processes that provide stakeholders with the information necessary to make effective business and commercial decisions.
- Co-ordinate the development of the 10-year capital plan in conjunction with the Head of Property & Campus Services.
- Maintain the 10-year financial plan and develop sensitivity analysis as necessary.
- Develop and provide comprehensive reports that produce information on planning outcomes, including scoping and forecasting, service arrangements that contribute to the business, progress against budget and value-add to the organisation as a whole.
- Contribute to providing financial analyses to support business case activities.

#### **Operational and Customer Service Excellence**

- Responsible for creating a strong culture of operational and customer service excellence across the team, ensuring a continual improvement focus and drive toward cost effectiveness.
- Drive a performance and outcome focus by leading a high performance and delivery culture against agreed service level expectations and KPIs.
- Develop responsive and flexible models of service delivery to meet the needs of MIT and strategic objectives.

#### **People Leadership**

- Act as a leader of the finance and business services function, modelling MIT's values.
- Build and manage a high performing team by attracting, developing, retaining and rewarding talent to ensure that people with the right skills and motivations are in the right place at the right time to meet business needs.
- Develop a culture of trust that leads to ongoing excellence and create a work environment in which staff commit to MIT's purpose and mission.
- Build the presence of the Finance function across the organisation, ensuring they add value and meet expectation.
- Drive the expected results from the function through strong performance management and coaching of each direct report.
- Participate in executive leadership team meetings and MIT senior leadership events.
- Engage with other areas to ensure that the function has the needs of MIT's staff and students at the front of their minds when delivering their services.
- Champion MIT's commitment to the Treaty of Waitangi in all aspects of Finance's operation.





### **Risk Management and Business Continuity Planning**

- Key member of the team responsible for developing and managing MIT wide Business Continuity Planning.
- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation, industry standards and internal operating policies and procedures relevant to the position.
- Ensure financial and payroll systems have appropriate internal controls and risk management processes for change.
- Effectively communicate and escalate any risks as appropriate.

### **Te Hauora me Te Haumarū: Health & Safety**

You are expected to promote and develop an ongoing, proactive, health and safety culture amongst those working within your area of responsibility by ensuring best practice occurs as stated in MIT policies, processes and procedures.

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

### **Te Tiriti O Waitangi**

MIT has a clear commitment to the advancement of Mātauranga Māori, Te Tiriti o Waitangi and the application of Ako (Māori pedagogy). MIT is deliberate in the use and reference to 'Te Tiriti o Waitangi' as it is an acknowledgement of the valued Māori language version of The Treaty of Waitangi.

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### **All MIT staff are expected to:**

- Build and understand the value and principles of Te Tiriti o Waitangi and how this can be applied to support educational success for Māori<sup>2</sup>; and
- Ensure that the staff are aware of their responsibilities to apply the values and principles of Te Tiriti o Waitangi in support of a bicultural environment.

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<sup>1</sup> Education Act 1989, (as at 29 Oct 2016). Retrieved from

[http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw\\_096be8ed81430a59\\_Performance+and+Functions\\_25\\_se&p=3&sr=68](http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184136.html?search=sw_096be8ed81430a59_Performance+and+Functions_25_se&p=3&sr=68).

<sup>2</sup> Retrieved from <http://www.education.govt.nz/ministry-of-education/our-role-and-our-people/careers-in-education/our-policy-graduate-programme> on 21 Feb 2017, 12.32pm.





All team members to champion and support MIT's commitment to Te Tiriti o Waitangi and to demonstrate through your behaviour and actions support for MIT as a culturally responsive environment for all students, staff and other persons within your area of responsibility.

All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

**Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's code of conduct, Policies and MIT Values.
- As an employee of MIT you are required to familiarise yourself with and comply with all organisation policies and procedures.
- MIT's reputation is enhanced within industry and the community by all that you do.
- Promote activities and initiatives that assist MIT to achieve its vision and mission.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.*

**Ngā uara o MIT: MIT Values**

Our Values highlight what's important and how we like to get things done at MIT. They span the beliefs, principles and attitudes that make up the spirit of our organisation. Our Values are:

**Kia tūturu tatou: WE ARE REAL**

We admire people who are genuine and honest. Down to earth people who reflect the way we like to teach, with practical, hands-on learning that leads to real skills for real jobs in the real world.

*We are genuine, honest and down to earth.*

**MANAAKITANGA**

We genuinely care for others. So we make people feel welcome through kindness, understanding and respect. We make them feel appreciated by acknowledging their contributions. All of which creates an environment where achievement can be nurtured.

*We care for others to nurture achievement.*

**Kia tūhonohono tatou: WE ARE CONNECTED**

We build valuable partnerships with industries, businesses and individuals, where knowledge is shared and created without silos, fences or egos. When others talk, we really listen. We're open and approachable. Because we want our networks to be strong and our relationships to be genuine and long-lasting.

*We are well connected, open and approachable.*

**Kia whai hiranga tatou: WE ARE EXCELLENT**

To help people become the best they can be, we aim higher in everything we do. So we push boundaries and exceed expectations. It's the way we achieve great results and the reason we get to celebrate success.

*We get great results and celebrate success.*





### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

### **Āu wheako: Experience**

- Tertiary qualification BCom or equivalent (essential)
- CA qualified (essential)
- Minimum of 5 years' experience and achievement in a senior finance role with significant staff and financial leadership responsibility
- Significant finance experience with a large, complex organisation
- Strong leadership, motivation, people and relationship management skills
- Strategic thinker, able to see the "big picture" level
- Strong commercial acumen and market orientation
- Highly developed finance and accounting skills including significant business modelling
- Proven ability to build rapport, maintain excellent relationships and work effectively and collaboratively with others across a broad cross section of people
- Strong focus on providing a high level of customer service
- Demonstrated effective communication skills including the ability to negotiate, persuade and influence others
- Politically savvy with high levels of adaptability and professionalism
- Innovative, self-motivated and high level of resilience and patience
- High level of attention to detail with excellent organizational and planning skills
- Commitment to MIT's Te Tiriti o Waitangi policy

### **Āheitanga: Competencies**

- **Leadership:** modelling the vision and values, being action orientated, making decisions taking into account associated issues and shaping team or group priorities to reflect the organisation's vision and values.
- **Establishing Strategic Direction:** establishing and committing to a long-range course of action to accomplish a long-range goal or vision after analysing factual information and assumptions taking into consideration resources, constraints, and organisational values.
- **Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Business Acumen:** developing and incorporating an understanding of the competitive business environment as well as an awareness of economic, social and political trends that impact the organisation's strategy.
- **Impact and Influence:** the ability to persuade, convince and influence others.
- **Student Commitment:** an active commitment to students' aspirations, learning and achievements.
- **Accountability:** Drive for results and commitment to delivery.
- **Building a Successful Team:** uses appropriate methods and a flexible interpersonal style to help build a cohesive team.



- **Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to and implements or initiates action promptly.
- **Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Inspiring Others:** using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations and individuals involved.

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## Health and Safety Advisor

Ka timata i konei; Hīkina te kounga o tōu umanga kia puāwai. Ki te whai tūranga koe i konei, ka tū koe hei tangata ngākau titikaha mō a tātou ākongā kia puta, kia angitū hoki ai rātou ki roto i tēnei ao. Ka ākingia hoki koe kia tipu i āu ake pūkenga-takitahi, me āu pūkenga-ngaio. I konei, ka whakatinana koe i ngā mātāpono o Te Whare Takiura nei, arā, kia matapoporetia te Pono, Te Manaakitanga, Te Hononga tētahi ki tētahi, me Te Hiranga. Mā konei i Te Whare Takiura o Te Manukau ka taea te ao o te takitahi, me te ao whānui te panoni.

### *Change starts here; transform your career and make a difference*

When you work for MIT you become a member of an innovative and passionate team, dedicated to getting students into great jobs. You will be encouraged to learn and grow, both as an individual and as a professional. You will live and breathe our Values: We are Real, Manaakitanga, We are Connected and We are Excellent. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Director Schools and Performance **Location:** Tāmaki Makaurau, Auckland  
Technology Park

*Please note this role will also take direction from and communicates regularly with the MIT Safety and Wellbeing Manager to ensure processes align to the wider organisation.*

**Directorate:** Schools and Performance

### **Te aronga o te tūranga: Purpose of position**

To work with MIT Technology Park (TechPark) leadership, MIT Safety and Wellbeing Manager, team and staff to develop and implement organisational Safety and Wellbeing. This role will work with stakeholders to provide environmental and ACC operational programs to ensure a safe, healthy, environmentally friendly and accident free work environment according to the relevant legislation.

### **Āu haepapa: Accountabilities**

#### **Health & Safety Leadership**

- Support the General Manager and Safety and Wellbeing Manager to engage MIT's TechPark Leadership, staff and students into a compelling vision for Safety and Wellbeing that they will be committed to supporting
- Acts as an engaging business partner for Safety and Wellbeing working with the different



parts of TechPark and the wider MIT to understand their needs and help them implement the Safety and Wellbeing strategy in a way that best meets their requirements

## **OHSMS**

- Ensures management of Health and Safety practices and policy within area of responsibility
- Ensure the Safety management systems and other are maintained to ensure accuracy and consistency
- Ensure managers, H&S representatives and other stakeholders are trained in safety management systems reporting and the use of all H&S systems to maintain a safe working environment
- Assist with Staff incident / accident investigations; advising people leaders and the People and Culture team as appropriate
- Provide timely and appropriate information on hazards, accidents and other safety incidents across the business, monitoring the situation and developing strategies to limit or remove the root cause where possible
- Monitor staff who are exposed to work related hazards, ensuring they are taking precautionary steps to mitigate their risk
- Notify appropriate Government bodies where applicable with timely follow-up where necessary
- Ensure all records of incidents, issues, absences, ACC claims, training etc are up to date and accurate; reporting on status regularly

## **Occupational Health**

- Ensure a framework is in place to provide workstation assessments across the business and ensure staff are trained in the safe use of the work tools they are exposed to
- Ensure records are kept and maintained of all staff with time off on ACC; reporting on same as required
- Liaise with ACC Account Managers and medical treatment providers to establish and maintain an engaging and constructive working relationship; to enable the staff member to return to work as quickly and safely as possible
- Support people leaders to develop rehabilitation plans with staff and primary health providers
- Support people leaders to connect with staff who are off work with illness or injury to establish a swift return to work plan
- Ensure a framework is in place to provide pre-employment and in employment checks are carried out in a timely manner, ensuring staff, managers and suppliers are educated on policy, procedure and implications
- Ensure all H&S equipment is available on site (as appropriate) and up to date e.g. first aid kits

## **Advice, Guidance and Education**





- Ensure relevant information is available to staff so they can make an informed decision about their personal Health, safety and wellbeing including access to Policy, Systems, Procedures and external service providers such as EAP
- Support the execution of the Wellness Strategy by organising relevant providers, events and promotions (in conjunction with the People and Culture team),
- Co-ordinate training programmes (in conjunction with the People and Culture team), ensuring MIT operates within the legal framework
- Coordinate with people leaders to ensure that the Safe 365 management system is kept up to date and documentation is readily accessible
- Keep up to date with current initiatives and legislation associated with the wider H&S remit Safety and Wellbeing Senior Coordinator/Advisor Page 3 of 5 July 2021
- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation, industry standards and internal operating policies and procedures relevant to the position.

#### **Te Hauora me Te Haumaruru: Health & Safety**

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All team members to attend Te Tiriti o Waitangi and/or Biculturalism in Aotearoa New Zealand training opportunities. Where appropriate team members are to be actively engaged in MIT Te Tiriti o Waitangi professional development training.

**Āu haepapa ki ngā pūnaha o te takiura: Organisational obligations**

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*We get great results and celebrate success.*





### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

### **Āu wheako: Experience**

#### **Critical:**

- It is expected that the successful candidate will have at least 2 years' experience in a similar Role.
- Breadth of understanding of Health, Safety and Occupational health issues and strategies
- Experience of proactively developing effective working relationships and using influence in order to gain commitment and deliver on desired/agreed outcomes with a range of stakeholders

#### **Desirable:**

- While formal qualifications aren't essential, they are highly desirable. If the applicant does not have qualifications, they need to be able to show how their experience thus far has equipped them with the knowledge equivalent to a degree level qualification in a relevant or related field.

### **Āheitanga: Competencies**

- **Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Student Commitment:** an active commitment to students' aspirations, learning and achievements.
- **Accountability:** Drive for results and commitment to delivery.
- **Impact and Influence:** the ability to persuade, convince and influence others.
- **Team Work:** Works collaboratively with all members of the team, providing input, support and encouragement
- **Communication:** Is an effective communicator able to express ideas both verbally and in written form. Actively listens to others, encouraging open expression of ideas, teasing out necessary information enabling everyone to participate.
- **Customer Driven:** The impact on the customer is a key consideration in all activities ensuring that customer outcomes are including in all aspects of decision making.
- **Facilitating Change:** the ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Decisiveness:** formulates clear decision criteria, makes sound decisions and commits to and implements or initiates action promptly.
- **Negotiating:** Explores alternatives and viewpoints to reach outcomes that meet the



requirements and acceptance of all parties involved

- **Business Acumen:** developing and incorporating an understanding of the competitive business environment as well as an awareness of economic, social and political trends that impact the organisation's H&S strategy.

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# Research Project Lead (Fixed term), Nursing



## Change starts here; transform your career and make a difference

When you work for MIT you become a member of an innovative and passionate team dedicated to the success and aspirations of students. You will be encouraged to learn and grow, both as an individual and as a professional; and to achieve excellence in everything you do. A career at MIT gives you the opportunity to transform lives and communities.

**Reports to:** Head of Nursing

**Location:** Auckland

**Directorate:** Academic Operations

**Grade/Band:**

**Purpose of position:** The research project is designed to align theoretical knowledge with practical application to improve learning outcomes for our nursing graduates. The project aims to develop a simulated Learning and Teaching System (LTS) facilitated by Augmented Reality (AR) that improves the critical thinking, clinical reasoning and practical skills of our graduates.

### Accountabilities:

#### 1.0 Develop and Implement the Research Programme

The Research Project Lead will work with the Head of Nursing and the Academic Lead (Research), School of Nursing to develop the research programme.

##### Key Tasks

- 1.1 Develop the research programme and research objectives
- 1.2 Design research approach and methods
- 1.3 Prepare a project implementation plan including:
  - Activities
  - Deliverables
  - Measures
  - Resourcing
  - Timeline
  - Project milestones

## 2.0 Lead the Research Programme

The research team will comprise of approximately 10 academics on a part-time basis (from ½ day to 1 day per week).

### Key Tasks

- 2.1 Assign responsibilities to individual team members
- 2.2 Mentor and guide team members
- 2.3 Coordinate with external partners
- 2.4 Technical leadership for conducting research, coordinating and managing the research program
- 2.5 Attend programme related meetings

## 3.0 Reporting

- 3.1 Document and disseminate research findings
- 3.2 Ensure that key outputs are delivered by the teams to agreed deadlines and budgets, to the highest standard
- 3.3 Prepare monthly progress reports and the completion report
- 3.4 Present reporting as required

### Health & Safety

You are to take reasonable care for your own safety and ensure no actions or in-actions on your part compromise the safety of others. You are expected to actively encourage and participate in MIT's health and safety culture by complying with MIT health and safety policies, processes, and procedures as well as following any reasonable instruction related to health and safety.

### Te Tiriti O Waitangi

Take all practical steps to create and maintain a culturally sensitive working environment for staff, students and other persons within the Faculty. Attend training about the Te Tiriti Waitangi and/or biculturalism if required.

### Organisational obligations

- Provide professional and ethical behaviour in your actions by ensuring compliance with external legislation and industry standards, and alignment with MIT's The Way We Work and MIT Values.
- As an employee of MIT, you are required to familiarise yourself with and comply with all organisation policies and procedures.

- MIT's reputation is enhanced within industry and the community by all that you do
- Promote activities and initiatives that assist MIT achieve its vision and mission

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent.***

## Relationships:

Internal:	External:
Students	Clinical Colleagues
Allied Staff	DHB Partners
Academic Staff	Augmented Reality Providers
Technical Staff	Information & Communication Technology Services

## Experience & Qualifications:

- Registered Nurse with current practising certificate OR
- Professional with relevant professional qualification
- Bachelor's degree/PhD or equivalent completed
- Management of a research project
- Developing research project to inform practice and creating demonstrable impact
- Track record of a range of high-quality academic publications during the last 5 years
- Leadership of research team
- Experience in relevant field (augmented reality, CLS package design, high fidelity simulation and/or any other relevant experience)
- Simulation, action and participatory research methods
- Teaching experience (includes in clinical/practice setting)
- Computer literacy – email, work, internet

## Competencies:

- Excellent communication skills
- Project management/research skills
- High level of computer literacy
- Prioritising/time management
- Professional role model