



## HR Administrator

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**Reports to:** Director, People & Culture

**Location:** Tāmaki Makaurau, Auckland

**Directorate:** People & Culture

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

Reporting to the Director, People and Culture this position is the first point of contact for People and Culture related matters. The role will be responsible for providing administration support to the People and Culture Team. This role is varied in the nature of its work and no two days are alike. The role will support the whole People and Culture Team, including:

- Culture and Development team
- HR Business Partnering Team
- Talent Team
- The People Experience Team
- Safety and Wellbeing Team
- People and Culture Leadership Team

This role is critical to the People and Culture team as one day it might be organising training, the next helping the People Experience Team with employment agreements, or maybe assisting with the setup of our Powhiri or inductions. Or you may be assisting the talent team with references or the HR Business Partners with employment documentation or Safety and Wellbeing with reporting. The role also provides admin support like travel booking and expenses for the whole team and meeting management for the Director,



People and Culture. This role really is an opportunity to get involved in all facets of the People and Culture with a strong focus on supporting the team.

### **Āu haepapa: Accountabilities**

#### **Support to People and Culture Leadership Team**

- Provides general secretarial support to the Director: People and Culture and the People and Culture Leadership Team, including assisting with the organisation of their appointments and diary management.
- Formal meeting minute taking where required.
- Travel booking where required
- Stationary orders
- Assists with other administrative and/or coordination tasks as directed.

#### **Financial and Purchasing Management (Tech One)**

- Oversees the People and Culture invoicing in Tech One, including:
  - Setting up and managing purchase orders
  - Coding and processing of invoices
  - Recoding and transfer of expenses as necessary
  - Liaising with finance regarding any transaction or invoice queries.
- Coordinates purchasing on behalf of the People and Culture team, ensuring that all purchasing practices conform to MIT's Procurement policies and procedures.
- Directly manages operational purchasing of stationery, kitchen supplies and other incidentals needed to maintain the smooth running of the People and Culture department.

#### **People Experience Administration Support**

- Oversees all channels of correspondence with the People and Culture team, ensuring all customers experience an efficient, friendly response.
- Manages the People and Culture In Box and promptly answers or refers questions where necessary as soon as practical.
- Oversees the APHR Drive, MITnet and any other electronic filing systems, ensuring that there is strong governance over our filing system, policies and procedures and employment related information.
- Ensures that physical files are appropriately managed and governed, including oversight of the cleanliness and organisation of the lundia filing system.
- Manages the People and Culture Calendar and ensures it is kept up to date.
- People Experience Administration duties such as:
  - Preparing change of employment terms letters.
  - Creating casual employment agreements
  - Back up to the People Experience Coordinator on permanent employment agreements
- Liaising with payroll around people matters.
- Police Checking and Children's Act. This role will be responsible for all activities relating to our employment checking.
- Union reporting and letters.
- Support the onboarding of new staff with:



- Sending out the onboarding email to new staff
- Collating the new employment agreements and ensuring all documents are back, to hand to the People Experience Analyst
- Sending out new employee induction packs and handbooks for the team

#### **Project Work**

- Support the Director in such projects as:
  - Updating APHR Drive
  - Overseeing the organisation of Powhiri/induction

#### **Support to the Culture, Development and Talent Team**

- Support with event coordination, in particular:
  - Leadership Days
  - Celebrating Excellence
  - Staff training events
- Support the Talent Team when in high volume with reference checks

#### **Support to Safety and Wellbeing Team**

- Provide general administration support such as resource ordering, reporting and other activities where required.
- Assist in coordinating the Board Safety Visits.

#### **Relationship Building**

- Support managers with enquiries such as finding information or policies.
- Build strong relationships with people leaders to create trust, credibility and engagement with the People and Culture team.
- Respond to enquiries in both a timely and professional manner.

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

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

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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.*

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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.

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### **Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

### **Āu wheako: Experience**

Critical:

- This role requires someone who has worked in an HR role for 2 years.
- Strong administration background is required with 3+ years admin experience.

Desirable:

- A qualification in HR, or similar disciplines would be useful but is not essential.

### **Āheitanga: Competencies**

- Strong Microsoft Outlook and Word skills
- Sound HR background with an understanding of HR Processes and Procedures like onboarding, terms of engagement, off boarding, employment agreement generation
- Strong administration skills, being able to develop and improve processes
- Competent user of technology
- Financial management skills
- Excellent communication skills
- Acts ethically and with integrity
- Maintains positive and constructive outlook
- High organisational skills
- Be able to multitask
- Show initiative
- Think on their feet and prioritise workload
- Be able to work well with others
- Strong listening skills

## HR Business Partner

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**Reports to:** HR Business Partnering Manager      **Location:** Tāmaki Makaurau, Auckland  
**Directorate:** People and Culture

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

- To lead and drive the People & Culture strategy for the business within a specified portfolio of clients; across the full spectrum of HR and working with the specialist and support functions as required
- To build organisational capability to drive improved business performance and higher levels of engagement
- To create insight, influence the people leaders and drive a culture of accountability for results
- Work closely with business managers to continually analyse, prioritise and respond proactively to the needs of the business
- At times, direct the work of peers and colleagues to deliver milestones and goals associated with the delivery of support and initiatives to the business

## Āu haepapa: Accountabilities

### Overall

- Plan, contribute to, develop and manage the design and implementation of work streams across all disciplines that deliver against the goals of the People and Culture strategy
- Establish and maintain alignment and consistent application/implementation across the portfolio of all HR initiatives, policies, processes and activities
- Support the people leaders to execute initiatives in the business across the full spectrum of HR, pulling on specialist support as required
- Communicate fully and openly, demonstrating respect for others, acting with integrity, remaining positive at all times and coaching performance excellence
- Build strong relationships with people leaders to create opportunities for deep levels of trust, credibility and engagement with the People and Culture team
- Lead the people agenda across the allocated portfolio within the business, ensuring the people leaders are capable and effective
- Build a strong knowledge of the business, its stakeholders, the curriculum and the wider social responsibility held by MIT and ensure this is translated into the day to day operations of the business
- 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.
- 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.

### Culture and Change

- Lead and promote culture alignment, development and maintenance across the portfolio
- Guide the organisation through change while mitigating its effect on the front line through consideration of contingencies, attraction, retention and development plans, and ensuring all legal consideration is applied

### Capability development

- Support the people leaders to develop the required capabilities and experience to achieve the strategic goals of the business
- Develop talent savvy people leaders through partnering with them in identifying, developing and retaining talent at all levels
- Support and coach people leaders in understanding the key drivers of engagement and how to lift capability and buy-in, and taking action to address future engagement
- Coach people leaders to identify future potential leaders and support the development planning for key talent and work with people leaders to put action plans in place to address gaps, aspirations and business needs; and deliver to such plans



- Work with other HR roles and specialists to lead the delivery of programmes, initiatives and interventions that are aligned with the People and Culture strategies, and business strategy overall

#### Facilitate

- Enable effective cross functional communication, engagement and participation by keeping abreast of activities and priorities in other portfolios and building strong relationships with the other HRBP's
- Support people leaders in translating key business drivers into clear people related strategies and deliverables

#### Employee Relations

- Guide people leaders through the HR policies and procedures ensuring all legal consideration is applied, precedents are respected and the values of the business are not undermined
- Understand and mitigate employee issues/trends and their impact on the business/culture through identifying, ahead of time, potential issues through understanding business and people metrics
- Support cyclical operational people activity as required across the portfolio
- Provide consistent operational and strategic advice to people leaders to ensure employment relationship risks are mitigated

#### Projects

- Identify, plan, execute and evaluate projects across an allocated portfolio, ensuring alignment with all other strategies and activities across the business
- Develop solutions that are relevant functionally and organisationally

#### 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.

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### **Āu wheako: Experience**

#### **Critical:**

Related and demonstrable work experience in similar type roles

While formal qualifications aren't essential, they are highly desirable. If the applicant does not have qualifications, they will need to be able to show how their experience thus far has equipped them with the knowledge equivalent to a degree level qualification in human resources, psychology and/or business.

### **Āheitanga: Competencies**

#### **Job Specific**

- Strong strategic thinking skills with highly developed business acumen
- Ability to design and develop strategic initiatives based on a learning organisation and a continuous improvement model
- Proven negotiation, influencing, consulting, presentation and conflict resolution skills
- Understands and is current on trends/ changes and how they inform and influence HR
- Strong generalist experience
- Project management
- Coaching and facilitation skills
- Credible Activist

#### **Core**

- Communicates effectively
- Change Management
- Acts ethically and with integrity



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Te Pūkenga

- Maintains positive and constructive outlook
- Negotiates and persuades effectively at all levels of the organisation
- Drives alignment with clients, partners, and stakeholders
- Understands applicable laws, regulations, and government requirements and their impact on the business
- Proficient in all Microsoft applications

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## Infrastructure Engineer

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**Reports to:** Infrastructure Manager

**Location:**

Tāmaki Makaurau, Auckland

**Directorate:** Technology Services

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

Manage, monitor, support, document & report the Infrastructure Systems and specifically Microsoft systems/applications environments leveraged by Technology Services and supporting computing platforms, including Data Centres and cloud services. Ensure such services are meeting the requirements of the expected service levels and end user community by continually monitoring, reviewing and improving where required. Provide 3rd level support for problem determination. Assist Solutions Architect in evaluating new products/services and ensure those new/changed services are transitioned into production in an acceptable & professional manner.

Enterprise Wide Microsoft Services and supporting infrastructure are defined as;

The Institute's Productivity suite both inhouse and cloud for teaching and learning and administration work is based on Microsoft Systems and Services. These include middleware software and application layer, storage and virtualised infrastructure, windows application software such as Active Directory, Exchange, SharePoint, Skype for Business and Windows Servers. Enterprise Services such as email and calendar and filesharing



## Āu haepapa: Accountabilities

### 1. Microsoft Systems and Services

Monitoring, managing, improving & implementing technical solutions concerning MIT's Enterprise Productivity suite to ensure its continued, optimised and stable operation. Particular focus will be expected in the following areas

- Microsoft Systems and Services such as Operating Systems – Server, Updates and patch management – SCCM and WSUS, MS Intune, Azure Info Protect, MS Teams
- Authentication – 802.1X and radius, Single Sign On with deep understanding of certificates and certificate based authentication
- Virtualization and Virtual Desktop Setup and Support
- Server Administration- Active Directory and Group Policy Management: planning, configuration, and management, and Azure Active Directory Federation Service (ADFS), Power Shell scripting
- Configure and support Microsoft 365 and Azure workloads such as OneDrive for Business and delivering Office 365 solutions- SharePoint Online
- Supporting Enterprise Messaging, Collaboration and Communication typically Exchange Server, Exchange Online, Skype for Business (messaging and telephony) and Microsoft Teams .
- Work directly with Head of Security, Architecture and Operations on various aspects of technologies focused on Architecture and Security.

#### Key Tasks

- Administer MITs Enterprise Server Farm and Cloud hosted services centric to Microsoft services and systems
- User Management for SSO and application Access
- Implementation and documentation of a templated rollout of upgrades and patches.
- Document the enterprise applications environment in the knowledge bases and confluence system and maintain currency of this documentation.
- Monitor and manage the capacity and performance of the enterprise infrastructure from applications point of view.
- Provide support and on-the-job training to mentor other Technology Services technical and frontline staff, sharing your knowledge, to enable cross-collaboration with your peers.

### 2. Infrastructure

#### 2.1 Service Management

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

### Key Tasks

- Maintain Infrastructure Systems equipment to agreed service levels.
- Perform Infrastructure diagnosis and repairs
- 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 Infrastructure environment, establishing relationships with vendors to assist in the resolution of faults.
- Create, move, change and delete users on Infrastructure Support Services such as DNS, DHCP and remote access
- Plan, Peer Review and implement any changes 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 2<sup>nd</sup> to 3<sup>rd</sup> level subject matter expertise support for services that utilize the Infrastructure Systems in the initiation of actions through root cause analysis, education and training.
- Assist Infrastructure team members in their task of producing documentation for end users.

### 2.2. Monitoring, Reporting & Management of the Infrastructure Systems

To ensure that the above 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 Infrastructure Manager.

### Key Tasks

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

### 2.3 Security

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

### Key Tasks



- Ensure Infrastructure Systems security is maintained at all times
- Monitor system security logs and alerts from security systems and applications
- Create and configure Infrastructure Systems Access Policies in consultation with Infrastructure Manager and Lead Engineers
- Assist Infrastructure Manager and Lead Engineers in the design and implementation of user access and security policy.

#### 2.4 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

#### 2.5 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, guide and mentor other Technology Services staff members in support of infrastructure systems and issues.
- Work with Technology Services teams, service divisions and faculties to implement (and improve) self-service solutions to promote a knowledge sharing environment.

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**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.***

<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.



## 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

Desirable:

- Tertiary level IT qualification or equivalent desirable
- Recognized Microsoft and Azure professional to expertise level certification (MCSE, MCP, Security)
- ITIL or similar certification desirable
- 5-8 years plus experience in a large IT Infrastructure environment holding a Senior Role focussed on Microsoft and Microsoft 365 suite and services
- Previous experience in the tertiary and/or education sector desirable.
- Highly analytical, documentation and problem-solving skills
- In Depth understanding of Virtualisation of servers and desktops, Microsoft Cloud, Microsoft OS, Microsoft 365, Azure,
- Experience with backup technologies (Microsoft and other such as Unitrends, BackupExec, etc)
- Hand on with PowerShell scripting
- Demonstrated experience in Windows Server and Client OS and Linux Platforms
- In-depth knowledge of Skype for Business and MS Teams
- In-depth knowledge of applications whitelisting and virtualization
- In-depth knowledge of load balancing technologies and QoS.
- Understanding of Project Management Methodology
- Knowledge of MS SQL
  
- Knowledge of Linux Operating System.
- Knowledge of VMWARE
- In-depth knowledge of Microsoft Systems, Security and Cloud Technology



- In-depth knowledge of Data Centre Infrastructure Architecture.
- In-depth knowledge Windows Server and Desktop.
- In-depth knowledge PowerShell Scripting, IIS

#### Āheitanga: Competencies

- 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.
- An active commitment to the quality of students' aspirations, learning and achievements.
- Ability to build and sustain collaborative, professional relationships with students, colleagues, local communities and other educational organisations.
- Understanding of te Tiriti o Waitangi (Treaty of Waitangi) particularly as it applies to the Crown's responsibilities to the education sector and how the Polytechnic, as a Crown Entity, gives effect to these.
- Ability to work successfully with diverse cultures, age, gender, abilities, disciplines and learning styles.
- Ownership of opportunities and issues, finding solutions, initiative to make things happen.
- Accountability for results.

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## Insights Analyst

**Reports to:** Executive Director,  
ConCOVE

**Location:** Tech Park, Manukau

**Directorate:** ConCOVE

**Type:**

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. Areas of particular focus are entry, diversity, disruption, career progression, and sustainability.

### Purpose of position:

The purpose of this position is to discover, interpret, engage and visualise the compelling story behind the data to inform and support strategic decision making and the direction of ConCOVE projects. The role will support reporting to the Board, the vocational education sector, and key stakeholders in relation to insights learned from those we engage to support our work. In particular the Insights Analyst will provide analytical support for the ConCOVE programme of activity, including key projects and initiatives, including a range of national and international surveys, administrative data and other available data. It is expected this role will bridge the language of industry and the language of data science to unlock insights from the datasets and put findings into context. Supplier engagement and relationship management capability is also important.

### Key deliverables summary:

1. Conduct data analytics on research projects and assess data relating to impact measures and outcomes.
2. Utilising a range of accessible and external data sources to inform future-focused intelligence.
3. Interpreting and representing data to support decision making across the ConCOVE programme of work and reporting both internally and externally as required.
4. Knowledge of Mātarauanga Māori evaluation methodologies, priorities and perspectives and walking in Māori data worlds.
5. Knowledge of Pacific evaluation methodologies, priorities and perspectives and walking in Pacific data worlds.

### Accountabilities:

#### Project and programme reporting

- a. Support ConCOVE programme delivery through direct data support to Portfolio Managers, Deputy and Executive Director.
- b. Establish centralised and co-ordinated approach to data storage and maintain integrity of data.
- c. Plan, monitor and report on project and programme progress, including supporting reporting on impact measures.

### **Data analysis and problem solving**

- a. Sources and uses relevant information and data effectively to identify problems and offer sustainable solutions.
- b. Uses logic and common sense principles to understand problems and identify solutions.
- c. Integrates and analyses information to identify underlying causes of problems.
- d. Knows when and how to source additional information to support considered decisions.
- e. Analysis of related industry trends, via monitoring and measurement.

### **Relationship management**

- a. Develop and maintain proactive relationships with internal and any external stakeholders to ensure that their needs for information, its analysis, interpretation, and presentation are met.

### **Continuous improvement and innovation**

- a. Improve the efficiency and quality of ConCOVE data framework, content and reporting to identify and create new opportunities.
- b. Challenge the status quo to identify improvement or innovative opportunities.
- c. Apply and use process improvement and project methodologies for the identification, analysis and delivery of improvement of the ConCOVE programme of work.

### **Delivering results**

- a. Plans effectively, takes accountability for delivering on expectations, and reports regularly as required by ConCOVE team.
- b. Defines parameters, processes, and resource requirements for successful delivery of the ConCOVE programme of work.
- c. Balances achievement of results and appropriate adjustment of planning to deliver sound data analysis.

### **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.**

**Relationships**

Internal:	External:
<ul style="list-style-type: none"> <li>- ConCOVE team</li> <li>- ConCOVE Board (via Executive Director)</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>- Technical / academic advisory group</li> <li>- Māori stakeholders</li> <li>- Colleagues in other COVEs</li> </ul>

**Experience and skills:**

- A solid background in data analytics and or statistics
- Strong science-based communication skills
- Able to effectively use R, SQL, Python and/or SAS.
- Experience working in the IDI is desirable
- An ability to translate and effectively communicate new and emerging ideas into evidence-based analysis
- A demonstrated ability to think conceptually
- An affinity for working collaboratively with internal customers and other stakeholders to determine needs, obtain information and develop approaches
- An eye for detail, taking pride in the accuracy of your work and offering robust and constructive peer review to colleagues
- Understanding of tikanga Māori
- An understanding of, and experience in, Mātaraunga Māori evaluation methodologies, priorities and perspectives
- Knowledge of Pacific evaluation methodologies, priorities and perspectives and walking in Pacific data worlds.
- Experience in government welcomed.

**Core competencies**

- Passion for data and data equity
- Innovative
- Strategically agile
- Strong team player, collaborative and supportive
- Accountable and results-oriented
- Manages expectations and accepts accountability for deadlines, budgets, and outcomes.

## 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:**

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## Kaitakawaenga / Māori Liaison

Ka timata te huringa 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.

<b>Reports to:</b>	Relations Manager/DCE Maori	<b>Location:</b>	Tāmaki Makaurau, Auckland
<b>Directorate:</b>	Māori Education Office – Te Tari Mātauranga Māori		
	Band: 8		

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

- To increase the numbers of Māori studying at Manukau Institute of Technology (MIT)
- To provide up-to-date accurate information and advice on Manukau Institute of Technology (MIT) and its programmes to key schools and communities, thereby encouraging the recruitment of new students to MIT, with an emphasis on Māori.
- To work with Māori communities, organisations, e.g. Marae groups, Urban Maori Authorities, PTE's, Māori business enterprises, government agencies etc, to assist Māori to embrace education and encourage their enrolment into programmes and courses at MIT.
- To be another conduit in growing our Te Reo Programmes and being familiar with MIT's programmes to offer to our Maori Communities, Schools and Manawhenua groups
- To support the operations of Te Tari Matauranga Maori

### Āu haepapa: Accountabilities

#### Student Recruitment





To recruit and advise students to MIT through the promotion of the institute and its programmes, to secondary schools and the community, with particular emphasis on Māori and Manawhenua.

#### *Key Tasks*

- i. Establish and maintain positive links with local secondary schools/wharekura and their staff, especially Careers and Māori staff.
- ii. Initiate and facilitate events and activities on and off campus, targeting the secondary school/wharekura market.
- iii. Initiate and support the facilitation of visits to schools, organisations and communities.
- iv. Develop and maintain resources appropriate to Māori students and where applicable their whānau, hapu and iwi.
- v. Participate in relevant leadership programmes for senior students e.g. the KAATI programme
- vi. Attend local and regional events, occasions & activities where appropriate
- vii. Engage with and apply to the Kaitakawaenga Maori Association for membership to attend regularly and participate in correspondence and Annual hui
- viii. Be a part of the Schools and Community weekly and monthly hui to align work schedules with that of Te Tari Matauranga Offices and Schools and Community Office mahi

#### **Mahi ā Hāpori Community Involvement**

To recruit students, particularly Māori, to MIT through effective and innovative relationships with the community.

#### *Key Tasks*

- i. To align work schedule with Te Tari Matauranga Maori and Schools and Community Offices
- ii. Establish and maintain positive links with appropriate organisations in the local and wider community.
- iii. Develop initiatives that improve Māori participation in MIT courses and programmes.
- iv. Develop and maintain relationships with organisations that provide a vehicle for Māori participation in Tertiary Education.
- v. Provide advice and guidance to individuals, groups and organisations that improve Maori participation in MIT courses and programmes.
- vi. To work with MIT key stakeholders with links to Maori Communities, Trades, Health and Social Services

#### **Motivational Activities**

To act in a motivational role, encouraging students, especially Māori to plan and prepare for tertiary education, thus working towards their career aspirations.

#### *Key Tasks*

- i. Working with students and their whānau to determine and implement career plans.
- ii. Work with Te Tari Matauranga Maori Operations in the planning of key events



- iii. Be the lead person in Open Day and all other activities within the Institute and Te Tari Mātauranga Māori

### **Whakawhanaungatanga Ā-Roto - Key Internal Relationship**

Work closely with the Schools and Community Team, the marae team and the Pasifika team to ensure a consistent and collaborative approach to our external stakeholders.

#### *Key Tasks*

- I. Attend and contribute to all Schools and Community team meetings (fortnightly)
- II. Report back to Relations Manager regularly on areas needing support
- III. Attend one on one meetings with the Relations Manager
- IV. Attend and contribute to the Schools and Community team strategic planning days, to contribute Kaupapa Māori values in aligning your workplan where possible to the schools and community deliverables.
- V. Support promotions at community events as required
- VI. Support Te Tari Mātauranga Māori with key events and activities

### **Tohutohu Ahumoni Financial Advice**

To provide information on all funding options and scholarships available.

#### *Key Tasks*

- i. Promote funding options, grants and scholarships.
- ii. Maintain connected with all the Iwi and Maori Scholarships available to Maori Students Only
- iii. Promote other key services within the Institute to assist Maori Taurira

### **Mauhanga Pupuri Maintaining Records**

To keep current records on all recruitment activities and provide reports of activities as required.

#### *Key Tasks*

- i. Write and submit regular call reports to Manager as required
- ii. Write reports on activity as required and in a professional and timely manner.
- iii. Monthly Update of what is happening in the Community and within the enrolment space
- iv. Be connected with the Sales and Marketing information for recruitment as well as enrolment data

### **Organisational Responsibilities**

- I. To carry out other duties as required or directed that align with your experience skills and expertise

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

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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.

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.

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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:

- Tertiary qualification essential
- Fluent in Te Reo Māori and proficient in Tikanga Māori
- Understanding of Regional demographic of te Iwi Maori
- Understanding of local community issues
- Interest and ability to relate and work with young people
- Strong communication skills – including public speaking
- Strong interest/belief in the value of education



- Full Driver's license essential
- Proficiency in Microsoft Office Suite especially Word and Excel

**Āheitanga: Competencies**

- Professional, honest and reliable
- Ability to work in a team environment but take responsibility for individual results
- Self-motivation skills
- Ability to negotiate and meet deadlines
- Innovative skills – ability to think outside the square
- Ability to work with peoples of all ages and ethnicities
- Strong desire to help others
- Full Driver's license essential
- Proficiency in Microsoft Office Suite especially Word and Excel

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## Learning & Development Consultant

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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:** Culture & Development Manager **Location:** Tāmaki Makaurau, Auckland

**Directorate:** People & Culture

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

Contribute to the development and delivery of a range of Organisation Development (OD) programmes and initiatives designed to achieve the organisation's strategic goal to *Be a Great Place to Work*. Work on a wide range of initiatives related to employee engagement, learning & development, leadership development, employee onboarding, and rewards & recognition.

### **Āu haepapa: Accountabilities**

#### **Deliver OD Services**

- Contribute to the development and implementation of OD activities, in collaboration with the Culture & Development Manager.
- Provide project management support, coordination and administration services for OD initiatives.
- Coordinate the delivery of events, workshops and programmes.
- Co-create and maintain training materials for People & Culture systems and leadership development. Facilitate and deliver training sessions.
- Co-create the development of processes and frameworks to measure and report on the effectiveness of OD interventions.
- Support the coordination of employee feedback surveys. Provide coaching and training to leaders on the survey tool, responding to feedback and creating meaningful action plans.
- Assist with the coordination, development and implementation of learning initiatives.



- Update and maintain MIT's onboarding programme on the intranet.
- Prepare, in consultation with the Culture & Development Manager, OD updates and communications.
- Keep up to date with developments in organisation development best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered.

#### **Manage key relationships**

- Work collaboratively with HR Business Partners to deliver and embed OD initiatives.
- Build effective relationships with a wide range of stakeholders to ensure effective delivery and implementation.
- Promote and role model the values and goals for MIT including good employer principles and practices and expected high standards of integrity, ethics and behaviour in all operations of MIT.

#### **OD Systems & Reporting**

- Develop reports and provide an analysis of trends and findings.
- Create surveys post-delivery of OD initiatives, analyse the data, identify insights and opportunities for continuous improvement.
- Maintain the various OD systems by keeping employee information up to date (manual and electronically), ensuring data kept is legally compliant and records are up to date, facilitating timely and accurate information retrieval and analysis.
- Maintain employee data for other related HR systems.

#### **Projects**

- Support the delivery of projects from time to time as needed.
- Perform any other duties consistent with the nature of this role.

#### **Te Hauora me Te Haumarū: 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.

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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).



**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:

**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: suppliers as appropriate

### **Āu wheako: Experience**

- Ideally, the successful candidate should have 2-3 years demonstrable HR or OD experience.
- 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 human resources, psychology and/or business.
- Proven experience working on organisation development or human resource initiatives.
- Experience of being adept at managing multiple and prioritizing the demands of a diverse range of stakeholders.
- A love for data – and the ability to critically analyse and interpret complex information and make effective, well-reasoned recommendations.
- Continuous improvement focus – you'll demonstrate the ability to anticipate and enhance the employee experience.
- Facilitation skills will be an advantage.

### **Aheitanga: 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.
- **Relevant:** Delivering the ultimate employee experience aligned to organisational culture.
- **Communication:** strong verbal and written skills tailored for your audience, Te Reo or Pasifika skills an advantage.
- **Relationship Building:** the ability to quickly build strong relationships within the institute to enable their people, MIT goals and people strategies.
- **Administration:** excellent administration skills that result in sound prioritisation decisions, timely execution and a high level of attention to detail.
- **Accountability:** drive for results and commitment to delivery.
- **Team Work:** an inclusive and approachable working style, you understand that diversity adds value.

## Marketing 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:** Senior Marketing Manager  
**Directorate:** Student Journey

**Location:** South Auckland  
**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 Senior Marketing Manager to drive key student journey marketing communication planning and campaign execution across acquisition and product promotions.

### Accountabilities

#### Marketing Planning

- Working alongside the Senior Marketing Manager and Campuses to develop marketing plans in line with the MIT business plan, student experience and meeting Campus revenue targets.
- Plan out the marketing communications activity calendar including brand and acquisition activities as required by the Senior Marketing Manager.
- Ensure marketing and discipline specific communications initiatives/campaigns/projects are executed in line with budgets and organisational policies.
- Provide Marketing communication planning and execution services to Campuses and International Marketing team.
- Work with the External Engagement team to create collateral and provide support for initiatives.
- Ensure that all product information and collateral is engaging and up to date, copy writing and developing user journeys where necessary.

#### Marketing Acquisition

Under the guidance of the Senior Marketing Manager:

- Develop and manage brand and acquisition marketing campaigns to support the MIT business plan and the goal of meeting the MIT targets, copy writing, story boarding and wire framing where necessary.
- Drive channel selection strategy, including the booking of media.
- Supports market and competitor analysis including proposals for counter actions.
- Plan and execute campaign user journey and lead capture and conversion strategies.
- Write great, insight rich and specific briefs.

- f) Brief the Creative team on campaign requirements including creative, media and timelines.
- g) Project manage marketing campaigns, photo and video shoots where required.
- h) Ensure effective development and execution of activity across all media and channels, including above, below and through the line.
- i) Undertake other marketing activities as required that support the student experience.
- j) Obtain and demonstrate sound knowledge of MIT courses and programmes.
- k) Develop and maintain strong working relationships with MIT media agency and internal stakeholders.
- l) Manage all allocated budgets and expenditure, including forecasting and campaign expenditure.
- m) Supported by the wider Marketing team and other relevant roles/organisations, monitor campaign response and advertising effectiveness and adapting campaigns in flight where possible. Ensure a post implementation review is completed and learnings captured for each campaign.

### **Event Management**

Work alongside the relevant teams to guide the development of revenue generating events.

### **Brand and Content Champion**

- a) Work alongside the Senior Marketing Manager to determine an annual brand plan and ensure MIT's brand positioning and promise is effective to a range of diverse target markets.
- b) Work with teams across MIT to ensure MIT's brand is adequately presented at events and via sponsorship agreements.
- c) Ensure there's a shared ownership & articulation of MIT brand externally and internally.
- d) Create and drive initiatives that support the delivery of the brand positioning.
- e) Support Senior Marketing Manager to educate and drive brand understanding, support and alignment throughout MIT.
- f) Ensure the content on MIT collateral and other websites is accurate and appealing to the target audience.
- g) To carry out other duties which may reasonably be required by the Senior Marketing Manager.

### **Project and Account Management**

- a) Oversee the end to end planning and execution of relevant marketing and customer projects
- b) 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.

## **Project management**

When required to make advancements within the Marketing area, the Marketing Specialist is required to take methodical project management steps, including:

- a) Creating and executing a project plan
- b) Producing documentation and training where required
- c) Maintaining the project budget
- d) Engaging with relevant stakeholders
- e) Ensuring the project is in line with the marketing and overall MIT strategy
- f) Tested by end users as required

## **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 Senior Marketing 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 Senior Marketing 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 Senior Marketing 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:**

<b>Internal:</b>	<b>External:</b>
Executive Leaderships 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
	Media agencies
	Other tertiary organizations

### **Experience**

- At least 3 years marketing experience.

Experience in the following is essential:

- Delivering campaigns to hard deadlines.
- 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.
- Expert knowledge of all forms of media.
- Computer skills (MS Word, Excel, PowerPoint)

- Ability to be flexible and initiative.

## Qualifications

Tertiary marketing qualification preferred

## Competencies

### Job Specific

- A passion for the value of education and for making a positive contribution to people's lives.
- Able to communicate and effectively build relationships with a wide range of ages, ethnic groups, industry/professions/groups and suppliers.
- Knowledge of the marketing campaign creation and execution process.
- Good understanding of how to communicate to target audiences through traditional and digital channels.
- Identify and interested in new marketing and digital technology and media.
- Good understanding of media production.
- Knowledge of developing brand frameworks and campaigns.
- Comfortable with risk taking to try new untested ideas.
- Ability to understand and adapt to new technologies quickly.
- An eye for detail.
- Knowledge of marketing fundamentals and frameworks.
- Strong English language skills.
- Sound reasoning, critical thinking, problem solving and decision making skills.
- Demonstrated continuous improvement approach.
- Project management.

### 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.

## Marketing 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:** Senior Marketing Manager

**Location:**

Tāmaki Makaurau, Auckland

**Directorate:** Student Journey

### **Purpose of Marketing Team**

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

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

To work with the Senior Marketing Manager to drive key student journey marketing communication planning and campaign execution across acquisition and product promotions.

### **Āu haepapa: Accountabilities**

#### **Marketing Planning**

- Working alongside the Senior Marketing Manager and Campuses to develop marketing plans in line with the MIT business plan, student experience and meeting Campus revenue targets.
- Plan out the marketing communications activity calendar including brand and acquisition activities as required by the Senior Marketing Manager.
- Ensure marketing and discipline specific communications initiatives/campaigns/projects are executed in line with budgets and organisational policies.
- Provide Marketing communication planning and execution services to Campuses and International Marketing team.



- Work with the External Engagement team to create collateral and provide support for initiatives.
- Ensure that all product information and collateral is engaging and up to date, copy writing and developing user journeys where necessary.

### Marketing Acquisition

Under the guidance of the Senior Marketing Manager:

- Develop and manage brand and acquisition marketing campaigns to support the MIT business plan and the goal of meeting the MIT targets, copy writing, story boarding and wire framing where necessary.
- Drive channel selection strategy, including the booking of media.
- Supports market and competitor analysis including proposals for counter actions.
- Plan and execute campaign user journey and lead, capture and conversion strategies.
- Write great, insight rich and specific briefs.
- Brief the Creative Team on campaign requirements including creative, media and timelines.
- Project manage marketing campaigns, photo and video shoots where required.
- Ensure effective development and execution of activity across all media and channels, including above, below and through the line.
- Develop, build and maintain accuracy of content on our digital platforms.
- Undertake other marketing activities as required that support the student experience.
- Obtain and demonstrate sound knowledge of MIT courses and programmes.
- Develop and maintain strong working relationships with MIT media agency and internal stakeholders.
- Manage all allocated budgets and expenditure, including forecasting and campaign expenditure.
- Supported by the wider Marketing Team and other relevant roles/organisations, monitor campaign response and advertising effectiveness and adapting campaigns in flight where possible. Ensure a post implementation review is completed and learnings captured for each campaign.

### Event Management

Work alongside the relevant teams to guide the development of revenue generating events.

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- Work alongside the Senior Marketing Manager to determine an annual brand plan and ensure MIT's brand positioning and promise is effective to a range of diverse target markets.
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- Ensure there's a shared ownership & articulation of MIT brand externally and internally.
- Create and drive initiatives that support the delivery of the brand positioning.
- Support Senior Marketing Manager to educate and drive brand understanding, support and alignment throughout MIT.
- Ensure the content on MIT collateral and other websites is accurate and appealing to the target audience.
- To carry out other duties which may reasonably be required by the Senior Marketing Manager.

### Project and Account Management

- Oversee the end to end planning and execution of relevant marketing and customer projects
- Account management of assigned internal business units

### Team Culture

- Strive to live all of MIT's values
- Be open to mentorship by senior staff
- Always offer constructive criticism and seek solutions to problems and issues. Equally, be open to receiving constructive criticism.
- 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.

### Project Management

When required to make advancements within the Marketing area, the Marketing Specialist is required to take methodical project management steps, including:

- Creating and executing a project plan
- Producing documentation and training where required
- Maintaining the project budget
- Engaging with relevant stakeholders
- Ensuring the project is in line with the marketing and overall MIT strategy
- Tested by end users as required

### Policy

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

### 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 Senior Marketing Manager.

### Te Hauora me Te Haumarū: 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.

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### All MIT staff are expected to:

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- 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

<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.



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.

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*We get great results and celebrate success.*

**Whakawhanaungatanga: Relationships**

Internal: all staff

External: candidates, other external partners

**Āu wheako: Experience**

- At least 3 years marketing experience.

Experience in the following is essential:

- Delivering campaigns to hard deadlines.
- 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.
- Expert knowledge of all forms of media.
- Computer skills (MS Word, Excel, PowerPoint)
- Ability to be flexible and initiative.

**Qualification**

- Tertiary marketing qualification preferred



## Āheitanga: Competencies

### Job Specific

- A passion for the value of education and for making a positive contribution to people's lives.
- Able to communicate and effectively build relationships with a wide range of ages, ethnic groups, industry/professions/groups and suppliers.
- Knowledge of the marketing campaign creation and execution process.
- Good understanding of how to communicate to target audiences through traditional and digital channels.
- Identify and interested in new marketing and digital technology and media.
- Good understanding of media production.
- Knowledge of developing brand frameworks and campaigns.
- Comfortable with risk taking to try new untested ideas.
- Ability to understand and adapt to new technologies quickly.
- An eye for detail.
- Knowledge of marketing fundamentals and frameworks.
- Strong English language skills.
- Sound reasoning, critical thinking, problem solving and decision making skills.
- Demonstrated continuous improvement approach.
- Project management.

### 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.

## Mātauranga Māori Kaiako & Programmes Co-ordinator

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:** Director Māori Education (DME) **Location:** Tāmaki Makaurau, Auckland

**Directorate:** Te Tari Mātauranga Māori: The Māori Education Office

### **Purpose of Position**

#### **Te aronga o te tūranga**

To establish and maintain the highest standard of teaching and an effective learning environment for students at Manukau Institute of Technology through the advancement of Mātauranga Māori, Te Tiriti o Waitangi, the application of ako, and the revitalization of te reo Māori.

To establish and maintain the highest standard of industry networks and relationships. This role will involve facilitation and maintenance of positive internal and external relationships with those supporting the student learning journey.

To lead the development and coordination of TTMM academic documents and to coordinate the delivery of TTMM programmes and courses including PAD documents.

To lead the review, assessment, and evaluation of TTMM academic programmes and reporting processes including MIT committee reporting and meeting programme moderation requirements.

To meet key performance requirements as set by the DME.



To be flexible in teaching, supporting and contributing to the success of Te Reo, Tikanga and Mātauranga Māori programmes across the organisation while working collaboratively within the TTMM team.

To maintain currency of pedagogical practice and ability to teach across multiple MIT programmes through active research, professional development and/or further study.

To collaborate with the TTMM Leadership Team in the planning, development and delivery of all TTMM academic programmes.

To actively contribute, support and participate in various MIT committees across the organisation including Academic Committee, Te Reo Programme Committee and Te Komiti Tangata Whenua (TKTW) etc.

To provide pastoral support when required including promoting the use of Te Reo Māori, developing understanding of Mātauranga Māori and supporting the provision of Tikanga Māori across the organisation.

### Accountabilities

#### Āu haepapa

#### GENERAL RESPONSIBILITY TO STUDENTS

- To remain aware of the general welfare of students.
- To identify the specific and general needs of students.
- To provide appropriate guidance and support irrespective of age, gender, culture, social background and level according to student needs.
- To establish and maintain a research ethic in students.
- To develop the research, analytical, evaluative, theoretical and communication skills of students.
- To provide students with professional skills that will sustain them throughout their career as creative professionals.
- To make students aware of the various contexts in which they produce their work.
- To provide students with a resource of ideas and motivational material from which to produce work.

#### TEACHING RESPONSIBILITY

- To provide an effective learning environment for all students irrespective of level, age, gender, social or cultural background.
- To employ techniques and resources suited to the various levels, age, gender, and social or cultural background of students.
- To establish achievable and clear learning objectives and outcomes of a standard suited to the levels required.
- To continuously monitor the effectiveness of teaching techniques and resources employed in terms of the prescribed outcomes and objectives of the qualification.
- To keep individual students informed of their weaknesses and strengths in terms of the prescribed outcomes and objectives of the qualification, based on the generic performance criteria for studio practice and contextual studies.
- To provide course content relevant to the needs and interests of the various students.
- To keep course content up to date with contemporary developments and attitudes of subject area.

- To give all students the required support, irrespective of cultural, social, gender background or level, in order for them to achieve the prescribed outcomes and objectives of the visual arts programme.

#### ASSESSMENT

- Performance criteria is clear to students prior to the commencement of the course, module or task.
- Performance criteria accords with outcomes and objectives of course, module or task.
- Assessment will be standards based.
- Marking occurs in respect of given performance criteria only.
- Performance criteria and methods ascertained in respect of the age, gender, social or cultural background of students.
- Assessment to be both formative and summative. Formative assessment results will give clear indicators to students as to where further effort is needed to satisfy summative assessment requirements.
- Assessment results recorded accurately, given to students and copies filed with Faculty Administration.
- Assessment methods continuously evaluated, and assistance sought as required.
- Student evaluations sought through out to ascertain module quality and effectiveness, with adjustments made where appropriate.

#### PROGRAMME DEVELOPMENT

- To lead the development & coordination of the TTMM academic programme.
- To remain up to date contemporary developments in the industry and current teaching methods.
- To maintain active membership of the appropriate professional organisations.
- To meet prescribed staff development requirements including online delivery of programmes as well as internal and external moderation.
- Meet all PERFORM requirements and deadlines.
- Write Mātauranga Māori programme documents as required to a high standard in collaboration with the Kaiārahi Ako and the staff of Academic Centre.
- Contributes to relevant academic committees including the Programme Committee and Te Komiti Tangata Whenua

#### TEACHING RELATIONSHIPS

- To liaise with peers and managers in a positive and constructive manner.
- To share information and resources with peers and managers
- To maintain a team, as opposed to an individualistic, attitude in relationships with peers and managers.

#### ADMINISTRATION

- Deadlines are met and meetings attended as required.
- Assessment and attendance records are accurate and organised and filed in line with MIT policy
- Procedures are followed that ensure personal and group safety.
- Attendance is punctual.

#### REPORTING

- Will report to the DME for all role academic functions & responsibilities.
- Will report to the Relationships Manager for all role co-ordination activities & responsibilities.



- Will provide oral and/or written academic reports to key stakeholders when required i.e. Executive Leadership Team (ELT), MIT Runanga & as a member of Te Komiti Tangata Whenua (TKTW).
- Will provide oral and/or written reports as a member of other MIT Committees i.e. Academic Committee, Research Committee, Ethics Committee & Self-Assessment & Evaluation Review Committee (SAER).

## Health & Safety

### Te Hauora me Te Haumarū

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.

## The Treaty of Waitangi

### 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.

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## Organisational Obligations

### Āu haepapa ki ngā pūnaha o te takiura

- 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

### Ngā uara o MIT

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

#### Kia tūturu tatou

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.*

### We Care

#### 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

#### Kia tūhonohono tatou

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.

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### We Are Excellent

#### Kia whai hiranga tatou

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.*



## Relationships

### Whakawhanaungatanga

Internal:	External:
All employees.	Students.
TTMM Operations Manager.	Industry partners.
TTMM Relationships Manager.	External Moderator.
TTMM Academic Team.	Manawhenua, Taupō here & Mātāwaka.
Kaiārahi Ako.	Community groups, providers & organisations.
Other MIT Campuses, Schools & Programmes.	External Organisations.

## Experience

### Āu wheako

- Completion or enrolment in a post graduate qualification relevant to teaching Te Reo, Tikanga and Mātauranga Māori.
- Fluent in written and spoken Te Reo Māori
- Experience writing and developing Mātauranga Māori academic programmes
- Current Full New Zealand Drivers Licence
- Experience working with adult learners would be advantageous.

## Competencies

### Āheitanga

- **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 considering 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.
- **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.
- **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.

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## Pathways Manager

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<b>Reports to:</b>	Head of Secondary Tertiary Pathways	<b>Location:</b>	Tāmaki Makaurau, Auckland
<b>Directorate:</b>	Academic		

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

- Day-to-Day management of the MIT Trades Academy and other Secondary / Tertiary pathways
- Contribute to the implementation of MIT's pathways strategy.
- Maintain highly effective relationships internally, regionally and nationally with key stakeholders in secondary schools, government, business, industry, local bodies and community to maximise MIT's secondary / tertiary pathways strategy outcomes.
- Liaise with MIT schools to ensure the planned provision of Trades Academy funded delivery is maximised.
- Coordinates required reporting to MOE within given timelines

### Āu haepapa: Accountabilities

#### Delivery Strategy – implements MIT's pathways strategy

- a) Co-ordinates the Trades Academy delivery plan developed with departments, in consultation with internal and external stakeholders.
- b) Ensures alignment of Pathways and Transition programmes development, delivery and stakeholder expectations.
- c) Investigates and champions new delivery mechanisms for pathways and transitions.



**Stakeholder Engagement** – *Maintains professional relationships with staff and stakeholders to achieve the overall objectives of MIT's pathway strategy.*

- a) Develops and effectively manages relationships with stakeholders, and internal providers.
- b) Close collaboration with department personnel to ensure alignment.
- c) Build presence and engage with wider MIT staff.
- d) Work with Manager to identify opportunities for MIT to collaborate with secondary schools, other Te Pukenga providers PTEs, ITOs, local government and communities to maximise growth of secondary / tertiary pathway delivery.

**Leadership and Management** - *Day to day leadership, motivation, and management of staff within the team.*

- a) Manages staff for Trade Academy Pastoral Care and Coordination
- b) Develops a strong sense of purpose and unity in commitment within the team.
- c) Ensures that feedback and support is provided to staff in a timely way where issues related to their work, attitude or behaviours are identified to enable quick resolution.
- d) Manages recruiting, selecting and inducting of staff to develop and support a high performing team.
- e) Coordinates and manages 'Perform' for direct reports throughout the cycle

**Planning and Reporting** - *Leads the organisational planning, contractual and compliance requirements for secondary / tertiary pathway delivery*

- a) Leads the management and reporting requirements for Trades Academy in accordance with the relevant requirements and guidelines.
- b) Ensures that the requirements for delivery of all programmes are in place prior to the commencement date of the programme/s.
- c) Negotiates and manages contractual agreements relevant to Trades Academy programmes, in conjunction with Manager.
- d) Maintains a comprehensive understanding of MIT's academic processes and requirements to enable ultimately taking responsibility for these for academic delivery.

#### **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.

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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**

- 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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#### MANAAKITANGA

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#### Kia tūhonohono tatou: WE ARE CONNECTED

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#### Whakawhanaungatanga: Relationships

Internal:	External:
Participating Departments	Principals
Leadership Team	Secondary School staff
Schools and Community Team	Youth Agencies
Academic Registry	Ministry of Education (MoE)
Academic Centre	Tertiary Education Commission (TEC)
Key stakeholders across the Institute	Industry Training Organisations (ITO’s)

#### Āu wheako: Experience

Critical:

Desirable:

- Successful experience within the Tertiary and/or Secondary School environment.
- Demonstrated experience in the facilitation of the development of courses and programmes to meet the needs of young learners.
- Strong group facilitation and leadership skills
- Superior computer literacy, and Microsoft Office experience





### Āheitanga: Competencies

- **Accountability:** Drive for results and commitment to delivery.
- **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.
- **Communication:** communicates ideas, instructions and complex information (written and verbally) in a clear and concise way appropriate to the audience. Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.
- **Continuous Improvement Focussed:** demonstrates a strong improvement and innovation ethic.
- **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.
- **Outward Looking Orientation:** keeping MIT's purpose, values, students, customers, stakeholders and external environment at the forefront of your relationships, decision making and actions.
- **Responsive:** quickly responds to requests, ideas and suggestions in a proactive way, taking action that facilitates cooperation and trust.
- **Stakeholder Commitment:** an active commitment to stakeholder aspirations and outcomes.

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## Payroll Administrator

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**Reports to:** Payroll Services Manager

**Location:** Tāmaki Makaurau, Auckland

**Directorate:** Strategy & Support Services

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

This position is responsible for providing a customer focused payroll function that ensures the effective, accurate and efficient delivery of payroll, in a timely manner and in accordance with their employment agreements and legislation. This role is varied by the nature of work. It is responsible for all payroll administration and coordination duties and will require proactive work attributes and the ability to think on your feet and prioritise work.

In addition when not required for the payroll administration function this position will provide support to the general finance team including debtor administration, internal control checks, reconciliation and backup as required.

### **Āu haepapa: Accountabilities**

#### **Payroll Administration**

A proactive team member with attention to detail and a high level of accuracy, you will be responsible for all facets of payroll administration including (but not limited to):

- Ensure that pay runs occur in accordance with fortnightly cycle requirements and pays are correct



- Ensure where required that timesheets, leave and other payroll Master data entry is timely, accurate and verified as required
- Ensure that payroll Master data input is entered in accordance with audit requirements and segregation of duties
- Calculate and pay termination payments as directed
- Ensure that general maintenance of employee payroll Master data is undertaken as appropriate
- Payday Filing to appropriate timely payments to IRD
- With the Occupational Safety & Wellness Manager assist with enquiries from ACC.
- Follow work flows, adhere to good practice and be proactive in recommending improvements to current processes and systems and implement improvements where agreed
- Assist internal and external stakeholders and technical support where required to ensure that payroll is properly maintained, updated and fully functional
- Achieving payroll team KPIs, service levels and timelines
- Ensures appropriate controls, review and sign-off processes are in place

#### **Planning and Timelines**

- Responsible for ensuring payroll timelines and payment runs are met
- Responsible for planning personal workload and achieving payroll team KPIs
- Responsible for escalating risks and issues to the Payroll Services Manager that may impact on our goals to provide customer and operational excellence
- Resolve or escalate for resolution any issues or queries in a timely manner given the payroll processing deadlines for which this is an input

#### **Finance Support**

- Debtor maintenance ( at the direction of MIT Credit Controller)
- Debtors letters. Send out reminder letters to students
- Bad Debt filing. Compiling and filing debt with debt collector
- Masterfile change compliance.
- Check bank account updates.
- Issue CX codes for approved asset projects
- Assist with Asset capitalisation
- Other tasks and reconciliations as directed to support the finance team.
- 

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

- High level of attention to detail with a focused and logical problem-solving approach
- Respond to day to day queries and provide letters, forms and other documents as required
- Ensure that external organisations are furnished with appropriate information as required
- Ensure that enquiries are answered in a timely and appropriate fashion
- Ensure that regular and one-off internal reports that are required are sent to appropriate managers in a timely manner



- Ensure that managers, departmental heads and administrators understand payroll procedures
- Deliver exceptional customer service, both internally and externally. Promptly responding to queries and managing expectations according to agreed customer service levels and timeframes.
- Develop and maintain productive and positive relationships with stakeholders, key suppliers, consultants, colleagues and internal customers
- Provide customer focused service that consults and keeps customers informed.
- Adhere to MIT policies and standard operating procedures and/or systems to ensure the most effective use of time, resource and budget.
- Participate as a positive team member and support other members of both the Finance & Business Services and People & Culture teams
- Liaise with other members of the Finance & Business Services and People & Culture teams to ensure smooth and efficient work flow
- 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.

#### **Team Work, Backup and General Administrative Tasks**

To demonstrate team work and assist with the general operating functions of the payroll, finance and people and culture teams to ensure we provide an excellent customer service to our internal and external stakeholders.

- Contribute positively and pro-actively to the continuous improvement of the Successfactors, processes and practices
- Support operational aspects of payroll and participate in any improvement initiatives
- Contribute to projects as required, for example upgrade testing or processing review.
- Perform miscellaneous administrative tasks as and when required.
- File, archive and dispose of documentation as required.
- Participate in department and wider Strategy & Support services team activities
- Recognises and works in a way that is consistent with our Treaty of Waitangi partnership commitments.

#### **Systems and Tools**

- Maintain the SuccessFactors by updating employee records promptly, ensuring data kept is legally compliant and up-to-date, in accordance with audit requirements and segregation of duties
- Support employees and managers across the organisation to use the online portal for accurate maintenance of leave, personal details and management reporting and to enable payroll changes to be made so that payments to staff are accurate.

#### **Te Hauora me Te Haumaruru: 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>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**

Critical:

- Minimum of 3 years Payroll experience in a complex, unionised environment
- A high level of computer literacy, knowledge and skills
- Excellent data entry skills (high speed and accuracy)
- Knowledge of New Zealand HR and payroll processes and practices, including the associated tax and employment related legislation
- Payroll reconciliation skills
- 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
- Action orientated, results focused
- The ability to manage multifaceted workloads, in high pressure environments
- Extremely effective time management and experience in meeting deadlines
- Excellent verbal and written communication skills
- Innovative, self-motivated and high level of resilience and patience
- Commitment to MIT's Te Tiriti o Waitangi policy

**Desirable:**

SuccessFactors and SAP experience Broad office experience and an understanding of how transactional finance function operates.

**Aheitanga: 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:** communicates ideas, instructions and complex information (written and verbally) in a clear and concise way appropriate to the audience.
- **Continuous Improvement Focussed:** demonstrates a strong improvement and innovation ethic.
- **Responsive:** quickly responds to request, ideas and suggestions in a proactive way, taking action that facilitates cooperation and trust.

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