

Job Description



Position: Kaiwhakahaere

Location: Wellington

Job Type: Permanent part-time (0.5FTE)

Purpose of Position	
<p>The Kaiwhakahaere is responsible for increasing the participation and achievement levels of Māori trainees in Careerforce supported tertiary training in the Health, Disability, Aged Support, and Social Services sectors. This includes developing and implementing appropriate strategies, building and maintaining relationships with key stakeholders in the Māori and employer communities, and providing leadership and guidance to Careerforce managers and staff.</p>	

Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	Nil

Delegated Authority	
Financial	Work within agreed and approved budget framework
Other	As per delegations policy

External Relationships	Internal Relationships	Committees/Groups
<ul style="list-style-type: none"> All potential and existing customers (both employers and trainees) Peak bodies 	<ul style="list-style-type: none"> Chief Executive Officer Management All staff 	<ul style="list-style-type: none"> Te Mana Whakahaere.
<ul style="list-style-type: none"> Other Stakeholders (e.g. Te Rau Matatini, DHBs and consumers) 	<ul style="list-style-type: none"> Consultants and contractors 	
<ul style="list-style-type: none"> Iwi and hapū 		
<ul style="list-style-type: none"> Government agencies (e.g. Ministry of Health, Tertiary Education Commission, Te Puni Kōkiri, NZQA) 		
<ul style="list-style-type: none"> Industry Training Federation 		

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Key Result Area	General Activities	Performance Measures
Strategic and business planning	<ul style="list-style-type: none"> As part of the management group, contribute to the strategic and business development of Careerforce. 	<ul style="list-style-type: none"> All identified tasks/areas of responsibility are managed in an effective and pro-active manner.
Overall performance	<ul style="list-style-type: none"> Proactively contribute to Careerforce's overall achievement of key strategic priorities. 	<ul style="list-style-type: none"> Evidence of high-level contributions to meeting key strategic goals requirements within agreed standards and timeframes.
Risk management	<ul style="list-style-type: none"> Identify risks and impacts, and identify, implement and review solutions. 	<ul style="list-style-type: none"> Risk management strategies/plans are developed and implemented.
Financial management	<ul style="list-style-type: none"> Ensure that all work is undertaken within delegated budgets. 	<ul style="list-style-type: none"> Annual plans and budgets are developed to the required standards and within stated timeframes; all expenditure is within budgetary allocations.
Project management	<ul style="list-style-type: none"> Take a lead role and/or contribute as required to project development and management. 	<ul style="list-style-type: none"> All assigned project leadership and support roles and responsibilities are undertaken and discharged successfully.
Communications	<ul style="list-style-type: none"> Prepare audience-appropriate internal and external communications and reports. Ensure that website information pertaining to own role and responsibilities is regularly monitored and reviewed. 	<ul style="list-style-type: none"> Required outcomes are communicated in an appropriate format and to required standards. Website information is accurate, up-to-date and audience friendly, and provides clarity around Careerforce's activities.
Key Stakeholders	<ul style="list-style-type: none"> Develop new and maintain existing relationships with key stakeholders as required 	<ul style="list-style-type: none"> Evidence of pro-active engagement with stakeholders.

Primary Responsibilities	Key Functions	Performance Measures
Develop and manage strategies and business plans with the objective of increasing the participation and achievement levels of Māori trainees in Careerforce supported	<ul style="list-style-type: none"> Facilitate the development of a 3-5 year strategic plan and associated business plans, which align with Careerforce and TEC objectives, in conjunction with sector stakeholders and Te Mana Whakahaere. Ensure the strategic plan's 	<ul style="list-style-type: none"> Strategic and annual business plans align with Careerforce's priorities and TEC's required outcomes. Leadership and advice provided substantially contributes to achievement of plans / projects key outcomes. Strong and result focused

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tertiary training.	<p>annual key outcomes are incorporated into Careerforce's annual plan.</p> <ul style="list-style-type: none"> • Provide leadership and advice to Careerforce management and staff to facilitate the achievement of these key outcomes. • Work with other key stakeholders to implement the strategic plan and related business plans / projects. 	<p>relationships are established and maintained in the sector.</p> <ul style="list-style-type: none"> • Clear evidence of increased participation and achievement levels of Māori trainees in Careerforce supported tertiary training. • All deliverables are of the required standard and are produced within specified timeframes.
Plan and support the delivery of a systemised approach to sector engagement with key Māori-aligned health, disability, aged-support, and social services agencies, organisations, authorities and Trusts.	<ul style="list-style-type: none"> • Develop an engagement plan that identifies key Māori-aligned organisations, presents key deliverables, and increases Careerforce's capacity to meet its ITO responsibilities. • Work with Careerforce's leadership team to achieve this plan. 	<ul style="list-style-type: none"> • Documentation developed and implemented. • Clear evidence of Māori-aligned organisations' willingness to actively engage with Careerforce. • Careerforce's profile is recognisably enhanced. • Effective collaboration with Careerforce staff to achieve plan outcomes.
Develop and maintain a strong relationship with Te Mana Whakahaere	<ul style="list-style-type: none"> • Be Careerforce's key liaison point with Te Mana Whakahaere. • Communicate and provide information / reports as required. 	<ul style="list-style-type: none"> • Timely and effective communication and information / reports assist Te Mana Whakahaere in its role.
Optimise Careerforce's contribution to Whanau Ora	<ul style="list-style-type: none"> • Identify training requirements and opportunities for Careerforce. 	<ul style="list-style-type: none"> • Evidence that Careerforce is responding.
Provide leadership and facilitate opportunities to grow Careerforce's cultural capability to deliver training support to Māori.	<ul style="list-style-type: none"> • Create learning opportunities and develop tools to assist Careerforce staff to support the aspirations of Māori trainees and Māori community organisations. • Support Careerforce staff in their understanding and engagement with tikanga Māori and the principles of Te Tiri o Waitangi. • Assist with the implementation of a marketing and communication plan promoting the support Careerforce can offer Māori employers and trainees. 	<ul style="list-style-type: none"> • Evidence of effective learning opportunities which positively impact on Careerforce's engagement with Māori. • Organisation of in-house workshops, publications and other activities to promote knowledge of tikanga Māori and Te Tiri o Waitangi. • Shared role in successful marketing and communication outcomes.

Person Specification	Essential	Desirable
Experience and Skills	<ul style="list-style-type: none"> • Background in the health, social services, or education sector, especially in a community setting. • Proven ability to lead, manage and motivate others. 	<ul style="list-style-type: none"> • Knowledge and experience of the NZQA qualification system and related processes, ITO function, industry training, career pathways, and funding mechanisms.

	<ul style="list-style-type: none"> • Fluency in te reo Māori and in-depth knowledge of appropriate cultural protocols and processes. • Ability to develop strong and productive partnerships with a wide range of stakeholders. • Experience of working with national networks, hapū, iwi, and pan-iwi organisations. • In depth knowledge of Te Tiri o Waitangi (historical and contemporary perspectives). • Up to date knowledge, experience and understanding of political issues affecting Māori that could influence the work of Careerforce. • Experience in working in a bi-cultural way in a non-Māori organisation. • Proven ability to develop strategic and business plans and monitor performance. • Well-developed interpersonal skills and astuteness, particularly when dealing with people from a variety of backgrounds. • Proven ability to develop and undertake complex tasks / projects and commitment to complete them. • Excellent planning, scheduling and personal organisational skills. • Proven commitment to quality management and high standards of customer service. • Competent computer skills including MS applications. 	<ul style="list-style-type: none"> • Working knowledge of dialectical differences in te reo Māori and soresponding protocols and processes. • Ability to utilise and communicate ideological frameworks from the Māori world view in a non-Māori organisation. • Sound operational, financial and marketing skills. • Sound strategic and management overview skills including demonstrated skills in change management.
Education	<ul style="list-style-type: none"> • Appropriate tertiary qualification. 	<ul style="list-style-type: none"> • Degree in education and training, health or disability, social services, business, or related area.
Driving and travel	<ul style="list-style-type: none"> • Full unrestricted drivers licence. • Ability to travel 	

Variation of Duties

The duties and responsibilities outlined within this Job Description should not be construed as a complete and exhaustive list, as it is not the intention to limit in any way the scope or functions of this position. With the agreement of the CEO or his/her nominee, these duties and responsibilities may be amended from time to time by addition, deletion or modification to reflect changing circumstances or shifts in organisational requirements. The nature of Careerforce is a constantly changing environment; therefore this job description is an overall scope of the role and may change with business demands.