

Kaikōkiri / Learning Specialist - Kura

Start Date: TBC

Contract Type: Full time, permanent

End Date: N/A

Location: Auckland

About Te Ara Ahunga Ora Retirement Commission

Te Ara Ahunga Ora is the office of the Retirement Commissioner. Te Ara Ahunga Ora aims to help New Zealanders to retire with confidence. Retiring with confidence means New Zealanders feel secure that they'll have resources to live and the know-how to make ends meet.

We focus on three areas; Retirement Policies, Retirement Villages and Financial Capability. As part of our role we advise Government on the policies that will enhance retirement outcomes for New Zealanders. We also help support individuals to better prepare for retirement, and we contribute to better understanding of what retirement means in the 21st century. Times are changing.

TĀ MĀTOU PŪTAKE

OUR PURPOSE

To empower the people of Aotearoa on their journeys to a better retirement

TĀ MĀTOU WHAKAKITENGA

OUR VISION

New Zealanders retire with confidence

TĀ MĀTOU KAUPAPA MĀTĀMUA

OUR MISSION

Provide *trusted information*, *informed advocacy* and *effective collaboration* to improve retirement outcomes for all.

OUR VALUES

Kia manawanui Let us be big hearted

E tipu, e rea We grab the best of both worlds to flourish

Me hoe taki We paddle as one

He taonga te pono We treasure truth

Position purpose

The Kaikōkiri/Learning Specialist - Kura is responsible for developing positive working relationships with senior leadership and kaiako to grow the number of kura engaged with using Te whai hua – kia ora! The position is also responsible for leading professional learning and development initiatives for kaiako.

Key aspects of the role include

- Developing and implementing strategies to grow participation in Te whai hua – kia ora!



- Developing and implementing professional learning and development (PLD) opportunities to support the national implementation of Te whai hua – kia ora!
- Developing and maintaining positive working relationships with senior leadership and kaiako within kura.
- Providing guidance to kaiako and ākonga on the most effective use of the Te whai hua – kia ora!
- Monitoring and reporting on programme usage and satisfaction and contributing to our continuous improvement process.
- Developing and implementing localised support for Kura using Te whai hua – kia ora!
- Leads PLD MME product portfolio.
- Leading the delivery and quality assurance of the PLD for MME in Kura.
- Develops and manages outstanding partnerships with suppliers critical to the development of successful PLD.
- Support Te Ara Ahunga Ora Retirement Commission and the Kaihautū by providing qualified advice, recommendations and cultural expertise on matters relating to kaupapa Māori, mātauranga Māori and Tiriti obligations that enriches the Māori development work of the Commission.

Working relationships

Reports to:	Learning Delivery Lead
Member of:	Financial Capability
Direct reports:	None
External relationships:	Kura
Internal relationships:	Works closely with Learning Delivery, Learning Development, Marketing, Communications and Digital teams.

Responsibilities and accountabilities

Pillar	Responsibilities
Trusted Information	<ul style="list-style-type: none"> • Co-design and review the PLD strategy for the Te whai hua – kia ora! with the Learning Delivery Lead. • Ensure that the PLD deliverables are fit for purpose for the intended audience(s). • Identify opportunities to improve the PLD programme by engaging in a continuous improvement cycle with key stakeholders. • Deliver presentations/workshops on the programme at kura leadership and kaiako-focussed conferences and meetings. • Leads the PLD-MME product development by leading cross-functional CFFC teams
Informed Advocacy	<ul style="list-style-type: none"> • Effectively advocate for the need for trusted, independent financial capability information and education



Effective Collaboration (external)	<ul style="list-style-type: none"> • Drive new, and build on existing, strong networks across kura to enhance participation and engagement with the programme. • Develop and implement an engagement cycle with kura using the programme, to: <ul style="list-style-type: none"> ○ ensure they are supported and connected with on a regular basis ○ identify opportunities to improve the programme and maintain continued satisfaction • Attend key secondary school sector-focussed conferences, events and meetings to raise awareness of, and engagement with, the programme • Work alongside kura leadership and kaiako to support and guide the integration of the programme into curriculum and/or kaiako unit plans • Develops and manages outstanding relationships with external provides critical to the success of the PLD –MME portfolio • Support the Kaihautū and TAAO to build and maintain external relationships that support the Commission and its commitment to Māori development. • Attend key conferences, meetings and events to raise awareness of, and engagement with, the Commission and its commitment to Māori development.
Effective Collaboration (internal)	<ul style="list-style-type: none"> • Collaborate with the marketing team to develop strategies that best result in raising awareness of the programme across kura • Work with cross-functional teams to develop and implement ways to improve the user experience and outcomes for kura • Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate this into every aspect of work • Acknowledges other team members' skills, experience, knowledge, creativity, and contributions • Facilitates open communication and listens to feedback and input from other team members • Works cooperatively within team and across functions to deliver CFFC outcomes and joint projects • Communicates respectfully and constructively to all team members • Actively participates in team and organisation-wide meetings and events • Identifies improvement opportunities and collaboratively develops and implements solutions, seeking others' ideas and suggestions • Willing to openly share information and help team members in need • Understands diversity - cultural differences, gender, multiple viewpoints, special interest groups and age differences



	<ul style="list-style-type: none"> • Support the Kaihautū with qualified advice and recommendations on matters relating to the Crown obligations to Te Tiriti o Waitangi and Māori development workstreams • Support the cultural capability programme as and when required • Support employee development and learning of te reo Māori and te ao Māori as contextually appropriate
Safety, Health and Wellbeing (all positions)	<ul style="list-style-type: none"> • Te Ara Ahunga Ora is 100% COVID-19 vaccinated workplace – when joining our organisation, there is an expectation that employees will be vaccinated. • Take reasonable care of own health and safety and ensure that actions don't cause harm to yourself or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way • Rectifying minor health and safety issues where authorised and safe to do so • Reporting any hazards including unsafe conditions, equipment or practices, as soon as practicable • Ensure not under the influence of alcohol, drugs or medication which affects your ability to perform duties safely or efficiently • Report any incidents or injuries sustained while working and seeking appropriate first aid • Ensuring all health and safety equipment is used correctly

Essential skills and experience

- Team player – General attitude and conduct reflects a supportive, collaborative and constructive approach
- Resilient - Show composure and a sense of perspective during change and can help others maintain optimism and focus
- Curious - Show curiosity, flexibility, and openness
- Communication – communicates clearly, professionally and constructively both verbally and in writing; letters and reports and submissions are accurate and well structured
- Ability to Deliver - Works well under pressure, can prioritise and manage workload, meets expected deadlines, carries out instructions completely and accurately, uses knowledge and experience to inform decisions, demonstrates technical skills to deliver role expectations and takes appropriate action without being prompted
- Flexibility - Take a creative approach; work cheerfully within and across teams to tackle different activities to improve outputs and help other team members

Position specific:

- Relevant experience working in a kura reo Māori teaching environment at a senior level, e.g. senior kaiako, head of department, or deputy principal roles.
- High level of proficiency and knowledge of te ao Māori, te reo Māori and tikanga Māori and the ability to provide support in these areas.



- Strong understanding of the Māori medium education environment and how kura Māori operate.
- Strong relationship management and networking skills with established connections across the Māori medium education sector and experience with forging new relationships.
- Demonstrated experience in Māori Medium Education curriculum design and understanding of New Zealand's qualification frameworks.
- Exceptional communication skills with the ability to adapt your approach to meet the needs of the kura, kaiako, ākonga and hapori.
- High level of cultural competence and responsiveness.
- Well versed in meeting with and presenting to groups and individuals.
- A strategic thinker with sound leadership skills, while also being able to manage and implement the day to day deliverables.
- Sound project management, monitoring and reporting skills.
- A self-starter requiring little supervision (but seeks guidance when required) and works the hours needed to deliver the outcomes required
- Proven ability to accomplish objectives effectively within a given timeframe and carry out administrative duties within a portfolio in an efficient and timely manner.
- Willingness to assist and support others as required and get on with team members

Acknowledgement

This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of all tasks and duties. You will be required to perform other job-related tasks as requested and as necessitated by the development of this role and the organisation. This position description may also be modified and updated from time to time to reflect these changes.

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Employee

Date

Manager

Date

