

Position Description (PD)

AVC Māori

August 2010

OUR VISION

We have a vision of people prepared to make a difference: *tangata tū, tangata ora*.

Our mission is to contribute to society through knowledge in chosen areas of endeavour by promoting a world class learning environment known for attracting people with the greatest potential to make a difference.

We seek to be known as a University where knowledge is created, critiqued, disseminated and protected and where research, teaching and learning take place in ways that are inspirational and innovative.

Looking towards 2023, the 150th anniversary of our founding, the primary components of our strategy are to Challenge, Concentrate and Connect.

Purpose of the AVC Māori Portfolio

The role of the AVC Māori is to help the University in general and in particular in supporting a learning environment which recognises and promotes New Zealand's unique bicultural society.

Ko tā te AVC Māori mahi ko te ārahi i Te Whare Wānanga o Waitaha whānui, otirā me matua tautoko i te taiao ako hai whakatairanga, hai whakamana hoki i te hāpori tikanga rua o Aotearoa nei.

Role, Purpose and Scope

The role of Assistant-Vice-Chancellor Māori is to reflect and carry forward the University's commitment to:

- The principles of the Treaty of Waitangi;
- The development of Māori staff capability and academic leadership;
- The delivery of teaching and research outcomes relevant to Māori development aspirations and priorities;
- The development of the Māori dimensions of the University's identity and distinctiveness;
- The development of the University of Canterbury's relationships with Māori communities.

Ka tū te AVC hei māngai mō te kaingākau o Te Whare Wānanga o Waitaha ki:

- ngā mātāpono o Te Tiriti o Waitangi;
- te whakawhanake i ngā pūkenga o ngā kaimahi Māori, me tā rātou arataki i te mātauranga;
- te whakaputa i te akoranga me te rangahau e hāngai ana ki ngā wawata me ngā whāinga matua o te iwi Māori;
- te whakawhanake i te taha Māori o Te Whare Wānanga o Waitaha, i tōna tūākiri motuhake hoki;
- te whakawhanake i te hononga o Te Whare Wānanga o Waitaha ki te hāpori Māori.

KEY RELATIONSHIPS

Reporting Relationships

Responsible to: Vice-Chancellor

Reports to: Vice-Chancellor

Responsible for: Professor of Māori Research

Māori Development Manager

Personal/Administrative Assistant

Overall responsibility for approximately 8 FTE staff within the portfolio

Functional Relationships

The AVC Māori will develop and maintain excellent relationships with the following colleagues, customers and clients for the purposes stated below:

Internal Relationships

Who does the job holder work or interact with inside the University	The purpose and frequency of these interactions is to:
Vice-Chancellor and the Senior Management Team	To provide weekly liaison and advice over University Māori affairs and to determine strategy and policy.
Advisory Board	Weekly contact as the chair of this advisory board to both seek advice and discuss information.
Heads of Departments, Colleges and Schools	Regular liaison to collaborate on the development of strategies for Māori retention, achievement and completion.
Relevant University Committees and Working Parties	Regular participation to keep Māori matters at the forefront to be incorporated at the higher college level.
Staff	Regular liaison to promote services, build relationships and to resolve problems.
Faculty	To have the right to attend, to speak and to review all notices, papers and minutes of each Faculty of the University and each Board of Studies.
College of Arts and College of Education Management Teams	To have the right to attend, to speak and to review all notices, papers and minutes of meetings of the management teams of the College of Arts and College of Education.

External Relationships

Who does the job holder work or interact with outside the University	The purpose and frequency of these interactions is to:
Students	Regular contact to remain at the forefront of current issues and to advise on access to information, support and pastoral care.
External Stakeholders	Regular liaison to maintain relationships, promote the University of Canterbury and Māori Services, and to gain support for programmes and initiatives.
Māori Community Groups and Organisations including Ngāi Tahu and Ngāi Tūāhuriri	Regular liaison to maintain relationships, promote the University of Canterbury and Māori Services, and to gain support for programmes and initiatives.
Ngā Pae o te Māramatanga, Ako Aotearoa and Manu Ao	Regular contact to discuss and collaborate around teaching and research and research opportunities.

Other Tertiary Institutions in including the Māori Academy, Te Tapuae o Rehua and Wānanga	Regular networking to develop and strengthen relationships, as well as to share information, build knowledge networks and develop new initiatives.
Tertiary Education Commission (TEC)	As required contact to fulfil the expectations of TEC in respect of Equity Funding.

SALARY RANGE

This position is full-time (nominally 37.5 hours per week = 1.0 FTE).

This position will be offered on an Individual Employment Agreement. The starting salary is negotiable and is dependent on relevant skills, qualifications and experience of the successful applicant.

DELEGATIONS

Human Resources

Has full supervisory / managerial responsibility, includes allocation of work, accountability for their outputs, quality etc, and review of their performance and development.

Financial – Budgetary and Expenditure Limits

Budget Expenditure

- Responsibility for managing own operating expenditure budget (value TBC)

KEY RESULT AREAS

1. Strategy

Outcome: The AVC Māori actively contributes to the University's overall strategic and planning processes and assists the organisation to achieve its Vision and meet future challenges whilst advancing the University's equity and diversity goals.

- Key responsibilities include:
1. Develop and successfully implement the University of Canterbury's Māori strategies and plans, whilst continually monitoring progress against planning goals.
 2. Plan and support the delivery of research outcomes that are aligned with the research aspirations and priorities of iwi, and that contribute to Māori sustainable development and well-being.
 3. Support the planning and delivery of teaching programmes and learning outcomes that meet with the educational aspirations and priorities of iwi, and promote methods of delivery that are consistent with their needs.
 4. Contribute to the development of the Māori dimensions of the University's distinctiveness, so that they are manifest in the University's physical campus, the campus culture and student and staff profiles.
 5. Develop and implement agreed initiatives to achieve growth targets and retention rates for Māori students at undergraduate and postgraduate levels, both institution wide and in areas of particular strategic priority.
 6. Design and implement culturally appropriate initiatives to ensure the immersion of contemporarily relevant Māori curricular is imparted across all University courses and programmes.
 7. Support the preservation and revitalisation of Te Reo and Tikanga Māori through teaching, scholarship, advocacy and the promotion of opportunities for Māori cultural practice giving particular emphasis to Māori participation.

2. Relationship Building

Outcome: New and existing strategic relationships are built and developed with internal and external Māori stakeholders to proactively support the development of the University of Canterbury's relationships with Māori communities.

Key responsibilities include:

1. Provide advice, support, guidance, coaching and expertise to the Vice-Chancellor and members of the Senior Management Team on all matters related to Māori including their own relationships with Māori, their involvement in the Treaty of Waitangi obligations, and their cultural and academic responsibilities in relation to Māori.
2. Develop and maintain networks and effective working relationships to enhance the standing of the University with staff, students and external stakeholders including Māori communities.
3. Represent the University of Canterbury at Ngā Pae, Manu Ao and Te Tapuae o Rehua and at ceremonial functions.
4. In consultation with the Vice-Chancellor, lead the development of the University's partnership with Te Rūnanga o Ngāi Tahu as mana whenua.
5. Expand and strengthen cultural partnerships with other tertiary institutions both in the University's region and nationwide.
6. Participate actively and positively in governance and management committees and projects of the University, contributing an informed Māori and perspective.

3. Leadership

Outcome: High calibre employees are attracted, developed, and retained, and staff are committed to the achievement of their own professional goals and objectives as well as the wider vision of the University.

Key responsibilities include:

1. Establish and lead management teams to govern the business activities of the AVC Māori portfolio and implement strategic plans.
2. Proactively manage the overall reputation and credibility of the AVC Māori functions to assist the attraction and recruitment of high calibre employees.
3. Coordinate the workload and build the capacity of the AVC Māori management team in line with established strategic goals and standards of operation.
4. Emphasise the importance of professional development by encouraging mentoring relationships and learning opportunities, in order to retain talented staff and to build the teaching and research skills of Māori staff.
5. Provide forward thinking leadership which motivates and encourages Māori and staff and students to achieve their full potential in their work and study.
6. Ensure the provision of Treaty workshops to University of Canterbury staff and students.

4. University Service

Outcome: The Vice-Chancellor and the Senior Management Team are assisted with the management and administration of the University, and all Colleges and Departments operate collaboratively, as part of the wider University unit.

Key responsibilities include:

1. Participate fully as a member of the Senior Management Team, providing input into strategic planning, policy development, implementation, review and monitoring.
2. Take responsibility for decisions made within the Senior Management Team, clearly communicating the decisions and business expectations to all relevant stakeholders.
3. Represent the University, the Vice-Chancellor or the Senior Management Team in external situations as appropriate.
4. Ensure the AVC Māori team is consistently working collaboratively with other University Service Units and Colleges in the delivery of operational and strategic outputs.

5. Risk Management and Compliance

Outcome: All risks that could affect the capacity of the University to meet its objectives are identified, assessed and managed effectively.

Key responsibilities include:

1. Respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages risk to the University, involving other Service Unit staff as necessary.
2. Contribute to the development and testing of University risk management and continuation plans which will be utilised in crisis situations or when serious unexpected events occur.
3. Ensure that delegated managers and supervisors comply fully with relevant legislation and University policies, including Occupational Health and Safety Legislation and Regulations.
4. Ensure that day-to-day operational Health and Safety Management is prioritised and carried out at line management level.

6. Projects or Other Duties

Outcome: To carry out other duties which may reasonably be required by the Vice-Chancellor from time to time in the course of the University's business and which fit the role's purpose as stated, and for which the position holder is qualified or has received adequate training or instruction.

PERFORMANCE CRITERIA

The University has a Professional Development and Review Process (PD&R) which is undertaken annually. During this process, the Manager and Staff Member will discuss and agree what contribution the Staff Member is expected to make during the review period towards achieving the University's objectives. Objectives (consistent with the Key Result Areas and Behaviours in this Position Description and the Department / Unit / College's Business Plan); performance measures (indicators of achievement) and the support (including development) required by the Staff Member to achieve these objectives will be agreed.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The University aims to ensure that it has a workplace which is safe, and that no person is placed in an environment or given tasks which will result in physical or mental harm. The list below provides an indication of the type of environment and potential hazards that may be encountered in this role.

Candidates who are shortlisted for interview will be required to complete a pre-placement Health Declaration Form. Candidates who successfully reach the final stages of the selection process for this role may be required to complete a pre-placement medical examination, to assess the impact the tasks of the role may have on any pre-existing injury or medical conditions.

Check the appropriate box that describes the **environment** of this job:

<input checked="" type="checkbox"/> Office environment	Lab environment	Outdoors environment
Animal facility	Mechanical facilities	Clinical environment

Check the appropriate box(es) that best describe(s) the **potential hazards** encountered in this job:

Physical	Biological	Temperature
Hand and portable tools	Insects	Extremes of heat or cold
Mechanical handling	Bacteria	Hot substances / products
Stacking and storage	Animals	Fire hazard
Transportation (fork lift etc)		Physiological (Factors that may contribute to stress and / or fatigue)
Confined space / working at heights	Chemical	<input checked="" type="checkbox"/> Periods of significantly increased intensity or duration of workload
Ventilation	Chemicals and other substances	Organisational demands of work (e.g. 24 hour availability)
Working at heights in walkways and aisles	Mist	<input checked="" type="checkbox"/> Tight deadlines
Equipment guards	Dust	Other (Specify) (Insert potential hazard)
Energy isolation	Dangerous Goods (explosives etc)	Shift work
Noise		
Lighting	Vibrations	Emergency Response
Lighting levels	Vibrating platforms	Responsible for items to be secured - earthquake
		Evacuation routes
Ergonomic	Power Systems	Radiation
Manual handling	Electrical	Ionising radiation
<input checked="" type="checkbox"/> Work station design	Pneumatic	Non – ionising radiation
<input checked="" type="checkbox"/> Work station set-up	Hydraulic	Infra –red, ultraviolet
		Microwave

Check the appropriate boxes that best describe the **essential physical requirements** of this job:

<input checked="" type="checkbox"/> Sedentary – sitting	Stooping	Lifting / manual handling
Pulling	Kneeling	Grasping
Crouching	<input checked="" type="checkbox"/> Typing	Crawling
<input checked="" type="checkbox"/> Talking	Reaching	<input checked="" type="checkbox"/> Hearing
<input checked="" type="checkbox"/> Standing	Repetitive hand motions	Sitting
Walking	Pushing	Driving

Climbing	Other – please record:
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Check the appropriate box that best describes the **visual requirements** of this job:

Close vision
Distance vision
Colour vision (ability to identify and distinguish colours)
Ability to focus (ability to adjust the eye to bring an object into sharp focus)
<input checked="" type="checkbox"/> No special vision requirements

Once a successful applicant has been appointed, the University will outline in greater detail the health and safety considerations relevant to this role.

VERIFICATION

We agreed that this Position Description accurately reflects the key responsibilities of the position of AVC Māori at today's date.

Manager's Signature:	
Manager's Name:	Date:
Employee's Signature:	
Employee's Name: (Insert Employee's full name)	Date:

This Position Description will be reviewed at least once a year during the course of Professional Development and Review (PD&R) Meetings. Any changes which need to be made will be signed off by the Vice-Chancellor, and the relevant Human Resources Advisor.

HR use only: Position Identification

Position No:	(Insert Position No.)	Job Code:	(Insert Job Code)		
		Job Function: (√)	Academic		
			General		√
Department:		Oracle Code:	(Insert Oracle Code)		
Sub-Unit:	AVC Māori	PBRF Eligible? (√)	Yes		No
Tick Status as appropriate: (√)	Continuing:	Full-time	√	OR	Part-time
	Fixed Term:	Full-time		OR	Part-time
	Casual:				
Today's Date:	August 2010				

Person Specification

AVC Māori

EDUCATION

- PhD or equivalent (NZQA Level 10) in a relevant field of study.

Candidates shortlisted for interview will be required to present original documentation and photocopies of qualifications at the initial interview. Human Resources will verify the qualifications, and arrange for validation by the awarding bodies.

TECHNICAL OR PROFESSIONAL KNOWLEDGE, SKILLS, AND EXPERIENCE

A minimum of 10 years' experience, including the following:

- Ability to provide strong strategic advice, leadership and management practices across a wide range of areas relevant to Māori staff, students and communities
- Experience in strategic planning, managing financial resources, project planning and management
- Exceptional communication and interpersonal skills relevant to fulfilling the role including proficiency in speaking te reo Māori and an in-depth understanding of tikanga Māori
- Demonstrable experience in working with iwi and building relationships with them as key stakeholders
- Possesses an in-depth understanding of the issues involved in relationships between both Māori and other communities in New Zealand
- Possesses an in-depth understanding of the issues involved in the achievement of educational success by Māori students
- Demonstrate a clear understanding of the importance of Kaupapa Māori research in a University setting
- A sound knowledge of the University environment, education sector and organisation
- A demonstrated record of leadership, preferably in University teaching, research and/or management
- Possesses a proven track record of personal research
- A demonstrable record of forming and maintaining excellent working relationships with Māori at all levels within the University and within external communities
- Ability to establish strong credibility with staff, students and stakeholders
- Ability to successfully manage competing demands and priorities and remain outcomes focused
- Demonstrable advocacy skills.

Candidates who successfully reach the final stages of the selection process for this role will be required to undergo executive screening. A satisfactory report from the relevant agency will be a condition of employment.

BEHAVIOURS

A. General Behaviours

Student / Customer Focus

Developing and sustaining productive student / customer relationships and making their needs a primary focus of one's actions.

Continuous Learning

Actively identifying new areas for learning, seizing learning opportunities, and learning through the application of newly gained knowledge and skills.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans.

B. Leadership Behaviours

Leading Through Vision and Values

Keeping the organisation's vision and values at the forefront of associate decision making and action.

Building Organisational Talent

Attracting, developing, and retaining talented individuals, allowing the organisation as a whole to meet future challenges.

Change Leadership

Continuously seeking opportunities for different and innovative approaches to addressing organisational problems and opportunities.

Strategic Decision Making

Making logical and informed organisational decisions using a methodical, thorough process to choose between alternative courses of action.

Building Strategic Partnerships

Developing and using strategic partnerships to facilitate the accomplishment of mutual goals and objectives.