

Position Description (PD)

Senior Pacific Advisor (Fixed Term)

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 Deputy Vice-Chancellor's Office

The role of the Deputy Vice-Chancellor's Office is to provide over-arching vision and leadership in the core academic mission of the University. The Deputy Vice-Chancellor will be supported by two Assistant VC positions, one focussing on the teaching and learning portfolio, the other on research. Working as a group the DVC and the two AVCs will lead the strategic planning for learning and research and ensure that the linkages between these two key components are strengthened and enhanced.

The Office will also incorporate the existing University functions of the AQUA unit, the Postgraduate Office the functions of Institutional Research and Pasifika.

Role, Purpose and Scope

The role of Senior Pacific Advisor is to oversee the provision of advice, leadership, guidance, and assistance to Pasifika staff and students. In addition, the Senior Pacific Advisor will proactively support the development and maintenance of the University of Canterbury's relationships with Pasifika internal and external stakeholders, through the development of Pasifika plans and strategies that align with the University's broader strategic plans.

Key Relationships

Reporting Relationships (see Organisation Chart – Appendix A)

Responsible to: Vice-Chancellor

Reports to: Deputy Vice-Chancellor

Responsible for: Pacific Team Leader

Functional Relationships

The Senior Pacific Advisor 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:
Deputy Vice-Chancellor	Regular contact to ensure Pasifika activities are aligned with the strategic direction of the University and to provide information and advice on Pasifika relations.
Director Macmillan Brown Centre	Regular contact to share information and participate in the implementation of the Pacific Plan and Pasifika research priorities
The Senior Management Team	Contact as required to advise on Pasifika issues.
Pro-Vice-Chancellors, Heads of Academic Departments, Schools and Deans	Regular liaison to collaborate on the development of strategies for Pasifika retention, achievement and completion.
Pacific Peoples Advisory Group (PPAG)	Regular liaison to collaborate on the development of Pasifika strategies and plans.
Financial Services	Contact as necessary, particularly with regard to the Procurement function, annual budgeting etc.

External Relationships

Who does the job holder work or interact with outside the University	The purpose and frequency of these interactions is to:
Pacific Students	Regular contact to remain at the forefront of current issues and to advise on access to information, support and pastoral care.
Community Groups, Organisations, and Government Departments especially Ministry of Pacific Island Affairs, the TEC and Ministry of Education Pacific Teams	Regular liaison to maintain relationships, promote the University of Canterbury, and to gain support for Pasifika programmes and initiatives. To report on outcomes for undergraduate and postgraduate students.
Other Tertiary Organisations	Regular networking to share information, build knowledge and create new initiatives.
External Stakeholders	Daily to initiate contact in order to strengthen relationships.

Salary Range

This position is part-time (nominally 18.75 hours per week = 0.5 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.

Purchase Orders

- Maximum authority to approve/issue purchase order to the value of:
 - \$1,000

Purchase Card (P-Card)

- Monthly limit of \$10,000 and per transaction limit of \$1,000

Correspondence

- Authority to sign external correspondence

Key Result Areas

1. Strategic Direction

Outcome:	A comprehensive set of strategies are designed, created and implemented to lead Pasifika activities, consistent with the greater University's Strategic Plan and the UC Pacific Plan.
Key responsibilities include:	<ol style="list-style-type: none">1. Contribute to the development of strategic and operational Pasifika plans which support the vision, mission and strategic objectives of the University.2. Work with PVCs, Deans and Academic Managers to extend the range of Pacific papers and learning pathways that encompass Pacific and Indigenous knowledge.3. Contribute to the development of University policies with respect to the range of services offered within the Pacific Development team.4. Contribute to the development and implementation of strategic initiatives to improve the quality of Pasifika services and initiatives.5. Ensure that the implementation of Pacific Plan remains in alignment with the broader strategies of the Deputy Vice-Chancellor's Office and in accordance with best practice for quality, project and change management.6. Develop and maintain effective internal and external relationships which facilitate the accomplishment of mutual goals and objectives including with the Director of the Macmillan Brown Research Centre and Macmillan Brown Library.7. Contribute to the continuous improvement of services and work procedures to ensure they reflect current best practice developments in Pasifika practices and processes.

2. Leadership

Outcome: High calibre staff are attracted, developed, and retained and the team is enthusiastic and committed to the achievement of Pasifika goals and objectives. The University's presence, stature and reputation amid social, cultural and civic organisations and communications vehicles is enhanced.

Key responsibilities include:

1. Expand interaction opportunities among the University's key external groups.
2. Contribute to the development of, and proactively implement strategy and practices of engagement with Pasifika stakeholders.
3. Champion the PD&R process within the Pacific Development team and provide staff with effective coaching and feedback on their performance.
4. Ensure that all staff members' professional skills remain up-to-date and that they receive adequate ongoing training and education.
5. Maximise team effectiveness by using the diverse capabilities and strengths of individuals to their best advantage.
6. Manage employee relations proactively to ensure minimal disruption to service delivery.
7. Develop and implement change management strategies, as required.

3. Relationship Management

Outcome: Strategic advice and advocacy is provided on Pasifika matters to the Deputy Vice-Chancellor, the Vice-Chancellor and the Senior Management Team.

Key responsibilities include:

1. Oversee the management and maintenance of effective relationships with key Pasifika groups and organisations on behalf of the University.
2. Develop and maintain networks and effective working relationships to enhance the standing of the University with staff, students and external stakeholders including Pasifika communities.
3. Maintain an oversight and report on the advancement of Pasifika activities and affairs within the tertiary sector.
4. Participate actively and provide advice to governance and management committees and projects of the University.

4. University Service

Outcome: The University is assisted with the attainment of its strategic objectives through the provision of commitment and contribution to the wider effectiveness of the Deputy Vice-Chancellor's Office.

Key responsibilities include:

1. Manage / lead projects in line with the Deputy Vice-Chancellor's Office's strategic objectives.
2. Encourage commitment to the continuous improvement of processes and procedures and ensure that all staff are up to date with relevant UC systems, policies and procedures.
3. Maintain the University's image as a good place to work and study by providing high quality, professional services, and ensuring that staff show courtesy and respect in their interactions.
4. Contribute to the University's endeavours to increase staff and students' understanding of the importance of the Treaty of Waitangi, biculturalism, multiculturalism, and equity and diversity by promoting and / or supporting activities which foster such awareness.
5. Assist the advancement of the University's sustainability initiatives by integrating socio-ecological sustainability principles and practices into the department / unit's activities.
6. Demonstrate commitment to own professional development, taking advantage of learning opportunities and engaging fully in PD&R process.

5. Risk Management and Compliance

Outcome: All risks that could affect the capacity of the Deputy Vice-Chancellor's Office to meet its objectives are identified, assessed and managed effectively.

Key responsibilities include:

1. Identify and resolve areas of risk within the Department / School, and ensure effective reporting.
2. Work with other Heads / Managers to identify and solve operational problems.
3. Ensure compliance with Occupational Health and Safety Legislation and Regulations and make sure that others also follow them.
4. Maintain knowledge of, and promote University of Canterbury health and safety systems and policies, procedures, processes and guidelines to staff, students, contractors and other visitors to the University of Canterbury.
5. Ensure sufficient resources are identified for health and safety to function effectively.
6. Report as required to your Manager and Health & Safety Consultant on health and safety issues.

6. Projects or Other Duties

Outcome: To carry out other duties which may reasonably be required by the Deputy 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	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	Hearing

Standing	Repetitive hand motions	Sitting
Walking	Pushing	Driving
Climbing	Other – please record:	

Check the appropriate box that best describes the **visual requirements** of this job:

<input type="checkbox"/> Close vision
<input type="checkbox"/> Distance vision
<input type="checkbox"/> Colour vision (ability to identify and distinguish colours)
<input type="checkbox"/> 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 Senior Pacific Advisor (FX) 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 responsible Director/Senior Management Team (SMT) member, 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:	Deputy Vice-Chancellor's Office	Oracle Code:	(Insert Oracle Code)		
Sub-Unit:	Pasifika	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

Senior Pacific Advisor (Fixed Term)

Education

- Bachelor's Degree with Honours / Postgraduate Diplomas and Certificates (NZQA Level 8)

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 7-8 years' experience in a relevant role including the following:

- Successful track record of strategy development, business planning and budget management
- Possesses an in-depth understanding of the issues involved in relationships between Pasifika and other communities in New Zealand
- A demonstrable record of forming and maintaining excellent working relationships with Pasifika at all levels within the University and within external communities
- Possesses an in-depth understanding of the issues involved in the achievement of educational success by Pasifika students
- Excellent communication, group presentation and interpersonal skills, as well as the ability to write and deliver succinct business proposals and plans
- Strong interpersonal skills and commitment to working in a team environment
- Ability to inspire and engage with both internal and external stakeholders at all levels
- Strong programme management skills
- Financial literacy to forecast and manage project budgets
- Strong skills with Microsoft Office tools particularly Excel, Word and PowerPoint
- Sound understanding and application of change management competencies
- Effective motivational, negotiation and dispute resolution skills
- Proven cross functional programme management experience in building both policy and process
- Ability to process information critically and articulate implications of decisions.

Behaviours

A. General Behaviours

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Continuous Learning

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

Building Trust

Interacting with others in a way that gives them confidence in one's intentions and those of UC.

B. Leadership Behaviours**Leading Through Vision and Values**

Keeping the organisation's vision and values at the forefront of associated 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.