**Position purpose:**

Please add.

| Key Areas | Key Responsibilities | Expected Outcomes |
| --- | --- | --- |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Enter key area** | * Please add. | * Please add. |
| **Other Tasks/Projects** | * Achieve other task/project related goals and performance objectives as assigned by and agreed with your Manager | * Agreed tasks met within required scope and timeframe |
| **Performance and Development Management** | * Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy | * Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy |

|  |  |  |
| --- | --- | --- |
| **Health and Safety** | * You will demonstrate commitment to Unitec’s health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. You will be required to report any potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm. * Promotes a culture of zero harm, including safe working practices and behaviours and sustainable environmental practices. * Models zero harm behaviours. * Identifies and minimises business risks and compliance issues. * Partners with the Health and Safety team to align strategies and drive a zero harm culture. | * Unitec’s Health and Safety measures are met or exceeded. * All risks effectively managed and no compliance issues. * Processes and culture reinforce Unitec Kaupapa. |

|  |  |  |
| --- | --- | --- |
| Unitec Kaupapa | Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows;  **Our Partnership**   * Te Noho Kotahitanga is Unitec’s partnership between Māori and non- Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki   **Our Purpose**   * Led by the principles of Te Noho Kotahitanga we enable better futures for students, communities and public and private enterprise   **Our Success**   * Success of all students, with a focus on priority groups (Māori, Pacific, Under 25 International) and the communities we serve (West, Central & North Auckland) * Highly employable and enterprising lifelong learners. * Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners. * Engaged and inspired staff, equipped with the capabilities to support and deliver best learning. * A financially sustainable business to invest in the future.   **Our Values**   * Accountable, Living Te Noho Kotahitanga, Student and Customer Focus, Enterprising, Generosity of Spirit   **Our Way**   * A dynamic community of learners engaged in a culture of open inquiry | Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders. |

**What you will bring**

**Role Related Experience**

Essential

* An understanding or desire to learn Te Reo Māori, Tikanga Māori and the values and practices of Kaupapa Māori
* Evidence of active engagement in building diverse, inclusive and equitable work places/environments

**Desirable**

**Leadership competencies required**

* **Fosters a Student-Centred Whānau**

Building strong customer and student relationships and delivering solutions to the Unitec whānau

* **Engages with Difference**

Harnesses the value that different perspectives and cultures bring to Unitec

* **Collaborates**

Building partnerships and working collaboratively with others to meet shared objectives

* **Builds Trust**

Gaining the confidence and trust of others through honesty, integrity, and authenticity

* **Ensures Accountability**

Holding self and others accountable to meet commitments

* **Develops Self-Awareness and Reflective Practice**

Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses

* **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**

Takes responsibility as a partner in living Te Noho Kotahitanga

* **Cultivates Curiosity and Innovation**

Examining the status quo, identifying opportunities and introducing real world solutions for improvement

### **Financial Authority**

|  |  |
| --- | --- |
| Budget owner | Yes/No |
| Delegated Financial Authority as per Unitec’s Delegations Policy | Yes/No |
| Responsible for new employee hire | Yes/No |

### **People Management**

|  |  |
| --- | --- |
| Number of Direct Reports: | Nil/Yes |
| Number of Indirect Reports | Nil/Yes |
| Responsible for contract staff, and/or coaching, training of others | Yes/No |

### **Dimensions of the position**

|  |  |
| --- | --- |
| Safety sensitive role: | Yes/No |
| Children Act applicable: | Yes/No |

### **Position Contacts and Relationships**

|  |  |  |
| --- | --- | --- |
| Internal | External | Committees/Groups |
| Please enter | Please enter | Please enter |
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| The role reports to the enter job title. | | |