

# Secondment Opportunities

## *Learner Journey & Experience*

- *Principal Advisor*
- *Governance Lead*
- *Implementation Lead (x3 roles)*

*September 2021*



**Te Pūkenga**



# The Opportunities

*He akoranga whaihua – kia waihanga i te ao o āpōpō | Learning with purpose, creating our futures*

We have a range of exciting opportunities to join the Te Pūkenga team in support of Learner Journey & Experience delivery.

**The Governance Committee Lead** will support the Director Learner and Whānau Engagement with the delivery of the governance workstream. A key part of this role will be the provision of high-quality support and expert governance advice to the Interim Learner Advisory Committee and to the Council.

**The Principal Advisor** will provide intellectual and people leadership for the delivery of high-quality research and evaluation advice as it relates to the findings and deliverables outcomes from Te Rito. Reporting to the Kaikōkiri Director Learner and Whānau Engagement, the principal advisor will be responsible for ensuring the integration of Te Rito outcomes within Learner Journey and Experience and across Te Pūkenga Workstreams.

**The Implementation Lead** will work with the network to ensure that initiatives are co-designed for pilot and scale to improve the experience and success for learners currently underserved by the system. They will bring experience and knowledge that engages and gives effect to Te Tiriti o Waitangi as well as Pacific and disability discourses. There is one position available reporting to the Kaikōkiri Director Learner and Whānau Engagement, and two positions reporting to the Learner Innovation Manager.

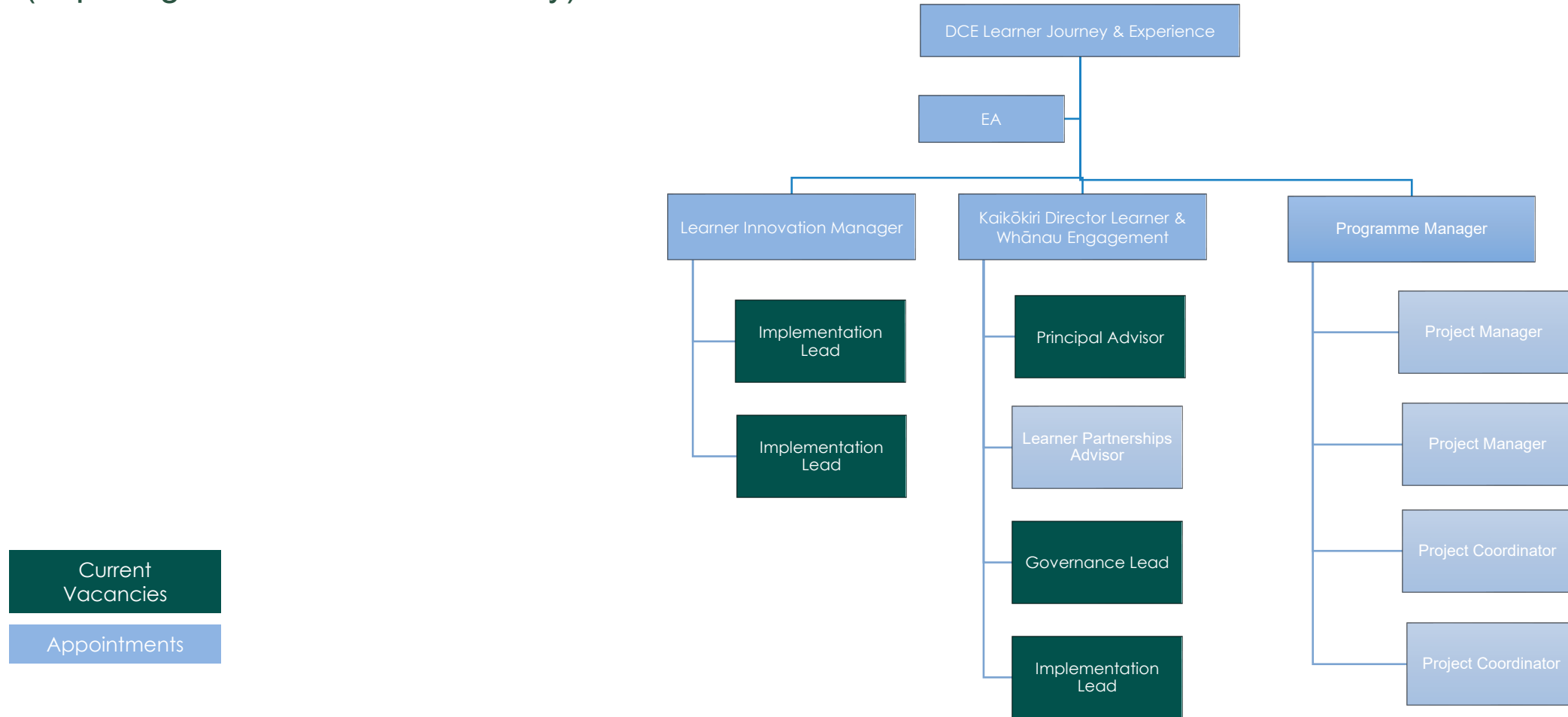
These roles are fixed term positions through to **16 December 2022**. Full-time (1.0 FTE).

*Our positions do not have a prescribed office location. We are a geographically dispersed team, and we value you maintaining your community and whānau connections. There will be travel throughout the motu including to the office of Te Pūkenga in Kirikiriroa/Hamilton, but you will be able to work from home or your home subsidiary when not travelling.*



# Team Chart

(depicting relevant vacancies only)



# Governance Lead – Role Profile

## Kaupapa Purpose

The Governance Committee Lead provides professional, high-quality support and governance advice to the Interim Learner Advisory Committee and to the Council. This role supports the Director Learner and Whānau Engagement to ensure the management and coordination of the Learner Advisory Committee is on time, and on budget.

## Waiaro Be

- Committed to the vision and purpose of Te Pūkenga and able to ensure mahi is aligned to Te Pae Tawhiti (Te Tiriti Excellence Framework)
- A broad and innovative thinker, willing to challenge the status quo. Lead the design and implementation of fresh ideas that will deliver our aspirational future vision
- Committed to and capable of partnering with Māori and other key stakeholders to deliver exceptional and equitable outcomes
- An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills
- Detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk
- Maintains a high standard of ethical practice, remaining fair, honest, reliable, and trustworthy in dealings with all people
- Energetic, determined, and persistent with achieving outcomes
- Unbiased and take a rational approach in all areas of their mahi

## Ngā Mahi Do

- Deliver the Governance workstream to meet Council's statutory obligations, particularly in relation to the Education and Training Act and OIA.
- Provide accurate, timely governance advice to the Learner Advisory Committee and staff as required.
- Support delivery of the Committees representation arrangements and elections
- Work with the Learner Advisory Committee and its Co-Chairs and relevant parts of the organisation to provide efficient and effective advice. Provide oversight of the coordination of committee members, travel bookings, preparation and distribution of agendas/papers, meeting coordination to ensure the smooth running of the advisory committee
- Develop effective processes and procedures for this committee and work alongside the other governance roles within Te Pūkenga to ensure consistency of process and practice.
- Produce minutes to a high level of quality in a timely matter, along with managing the decisions record and actions register
- Provide appropriate information and advice to internal and external customers interested and/or involved in governance meetings
- Arrange materials and actively participate in on-boarding new committee members
- Ensure quality assurance of all material going to the Council and/or sub- committees and provide feedback to authors/sponsors as necessary to ensure fit for purpose advice is presented
- Develop, plan and manage the annual committee workplans, agendas and all information management process for meetings. Including maintaining the terms of reference and a systematic schedule for their review

## Pūkenga Have

- A tertiary qualification governance or related experience
- High degree of computer literacy, including advanced knowledge of Microsoft Office suite
- Knowledge of tikanga Māori and demonstrated experience in applying this in the workplace, including organising bicultural and Māori Kaupapa
- Ability to remain calm and collected in a pressure situation or when faced with change and is a settling influence on others
- Governance experience, political awareness and skill in dealing with sensitive and confidential issues (including bi-cultural sensitivity)
- Demonstrates initiative and takes action before being asked
- Ability to quickly sense what will help or hinder the accomplishment of a goal and prioritise/reprioritise accordingly
- Has the capacity to identify alternative solutions to resolve problems of moderate complexity
- The ability to relate to a wide range of people at all levels

# Principal Advisor (LJE) – Role Profile

<b>Kaupapa Purpose</b>	<p>The Principal Advisor, Learner Journey and Experience will provide intellectual and people leadership for the delivery of high-quality research and evaluation advice as it relates to the findings and deliverables outcomes from Te Rito. Reporting to the Kaikōkiri Director Learner and Whānau Engagement, the principal advisor will be responsible for ensuring the integration of Te Rito outcomes within Learner Journey and Experience and across Te Pūkenga Workstreams.</p>
<b>Waiaro Be</b>	<ul style="list-style-type: none"><li>• Passionate in the continuous pursuit of enabling ākonga/learners' success; particularly for our underserved learners</li><li>• Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs</li><li>• Committed to the vocational education reform and the Charter of Te Pūkenga</li><li>• Committed to and capable of partnering with others</li><li>• A confident, values-based team player with a good sense of humour and excellent communication and interpersonal skills</li><li>• A life-long learner, continuously seeking development of oneself</li><li>• Self-motivated and able to ensure work deliverables and benefits are met, within timeframes and to budget</li></ul>
<b>Ngā Mahi Do</b>	<ul style="list-style-type: none"><li>• Collaborate effectively with internal and external stakeholders and groups to bring together project and strategy development that give effect to the insights established in Te Rito</li><li>• Support the Learner Journey and Experience team to enable integration of deliverables across the Te Pūkenga workstreams and network as required.</li><li>• Ensure projects and deliverables are achieved on time, on budget and that give effect to Te Tiriti o Waitangi</li><li>• Provide expert insights, guidance and advice to guide the approach and deliverables of the Learner Journey and Experience team as well as internal and external stakeholder engagements</li><li>• Advocate for and enable stakeholder engagement and relationship management to enable evidence-based practice and deliverables</li><li>• Ensure projects and deliverables are achieved on time, on budget and that give effect to Te Tiriti o Waitangi</li><li>• Coordinate the management of issues or facilitate the removal of barriers that are inhibiting successful delivery</li><li>• Display outstanding influencing skills within both the network and external parties without any formal authority over those teams</li><li>• Through personal example and leadership be an exemplar of the behaviours, attitudes and actions that will ensure the success of Te Pūkenga</li></ul>
<b>Pūkenga Have</b>	<ul style="list-style-type: none"><li>• Experience developing strategy while prepared to independently ensure operational delivery</li><li>• Strong experience in and knowledge of the vocational education sector in Aotearoa</li><li>• Servant leadership mind-set, reflective of a customer-centric or people-centric workforce culture and strategy</li><li>• Demonstrated evidence in building positive working relationships and project teams with a diverse range of stakeholders</li><li>• Excellent interpersonal skills, advocacy, negotiation and relationship management</li><li>• Strong problem solving with the ability to apply new thinking and develop innovative approaches</li><li>• Excellent written and verbal communication skills</li><li>• Experience applying co-design and bi-cultural frameworks and a working practice that gives effect to Te Tiriti o Waitangi</li><li>• Self-accountability for one's own resilience and positive mindset</li><li>• Demonstrated expertise in delivery of projects and the associated disciplines of good project management, including financial/budget management</li></ul>

# Implementation Lead – Role Profile

## Kaupapa Purpose

The Implementation Lead will work with the network to ensure that initiatives are co-designed for pilot and scale to improve the experience and success for learners currently underserved by the system. They will bring experience and knowledge that engages and gives effect to Te Tiriti o Waitangi as well as Pacific and disability discourses.

## Waiaro Be

- Highly proficient in building trusted relationships, influencing a wide range of people and co-designing with customers, employers, stakeholders and partners
- Committed to and capable of co-designing with Māori, Pacific and disabled ākonga and communities in order to deliver exceptional and equitable outcomes
- Passionate in the continuous pursuit of enabling ākonga/learner success; importantly for our underserved learners
- Highly adaptive, Self-motivated, a natural problem solver and willing to apply your skills and contribution to a wide range of diverse needs
- Committed to the vocational education reform and the Charter of Te Pūkenga
- A confident, values-based team player with a good sense of humour and excellent communication and interpersonal skills

## Ngā Mahi Do

- Work with a diverse range of stakeholders, particularly close with members of the Learner Centred Design Network Forum as well as Project Managers and Coordinators in the wider team to ensure that the workstream deliverables are achieved to produce the desired results
- Display outstanding influencing skills within both the network and external parties without any formal authority over those teams
- Provide expert insights, enquiry, guidance and advice to guide the deliverables and internal and external stakeholder engagements
- Continuous improvement, with evidence-based application, critical thinking, data analytics
- Work with Project Managers and coordinators to ensure delivery of day-to-day work has the desired outcomes
- Identify, advise and where appropriate, manage the escalation of any issues or facilitate the removal of barriers that are inhibiting successful delivery
- Bring thought leadership and constructive challenge that advances our Learner Innovation team deliverables and meets the Charter of Te Pūkenga (Education and Training Act 2020) outcomes and expectations
- Through personal example and leadership be an exemplar of the behaviours, attitudes and actions that will ensure the success of Te Pūkenga

## Pūkenga Have

- Tertiary qualification in Communications and/or Project Management (or relevant experience)
- At least 5 years relevant experience in project management/coordination or equivalent
- Leadership experience with demonstrated expertise in building positive working relationships with a diverse range of stakeholders
- Experience applying co-design and bi-cultural frameworks as well as working practice that gives effect to Te Tiriti o Waitangi and works in partnership with Pacific and disabled communities
- Experience in setting both strategic and operational work programmes, with a strong understanding of the vocational education sector
- Demonstrated expertise in implementation of projects and the associated disciplines of good project management, including budget management
- Leading self-reflection and resilience skills as well as highly collaborative, team-approach mindset

# Expression of Interest

If any of these positions are of interest, you should first speak with your manager to establish the impact of you potentially being on secondment.

If appointed to our position, you can expect\*

1. To receive all your current terms and conditions
2. To receive your wages as you currently do, direct from your home organisation
3. To return to your current position following the secondment

*\*Please read the FAQ further to this information in support of the relevant detail of each of the above statements*

All applicants should send in a cover letter with their resume to [recruitment@tepukenza.ac.nz](mailto:recruitment@tepukenza.ac.nz)

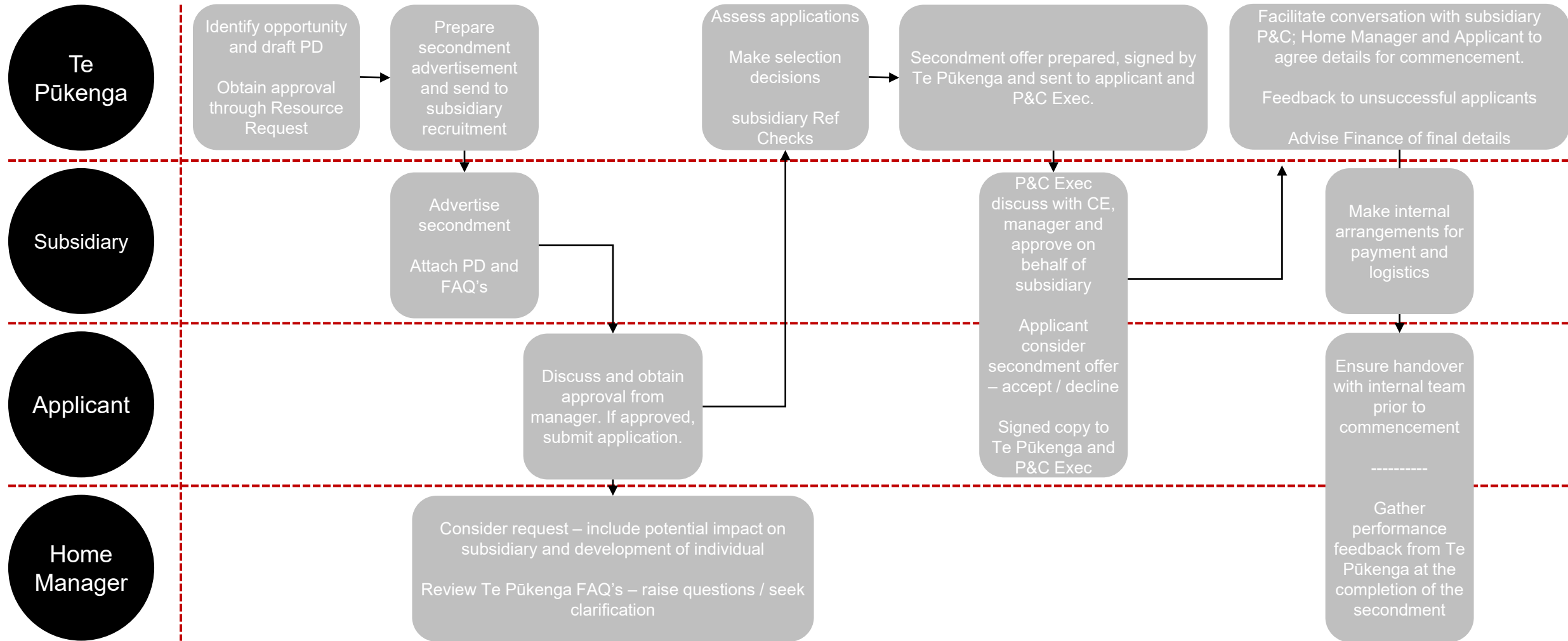
Importantly take note of the Role Profile, ensuring you can demonstrate alignment to the capabilities being sought.

Please send in applications no later than **5pm 6 October 2021**.





# Process *(where secondment opportunity is advertised across the network)*





# Frequently Asked Questions

Below are some of the key questions relating to Te Pūkenga secondment opportunities. There may be exceptions to what is outlined below but it is anticipated these would be rare.

## **1. Does the subsidiary need to provide approval for one of its people to be seconded to Te Pūkenga?**

Yes, prior to any secondment offer being finalised, Te Pūkenga will be ensuring the secondment terms are acceptable to the subsidiary. In addition, Te Pūkenga will be asking staff to ensure their Home Manager approves any application they submit for a secondment opportunity.

## **2. Will Te Pūkenga cover any costs incurred by a subsidiary, including recruiting backfill, if someone is seconded to Te Pūkenga?**

The remuneration of any staff member seconded to Te Pūkenga will be covered by Te Pūkenga. Te Pūkenga will not cover indirect subsidiary costs associated with a secondment.

## **3. How will secondees be paid?**

Subsidiaries will retain responsibility for the payment of salaries but Te Pūkenga will reimburse the subsidiary on receipt of a monthly invoice from the subsidiary.

## **4. Will staff seconded to Te Pūkenga get an increase in remuneration?**

It is anticipated that in most circumstances, there will be no change in remuneration for staff who take a secondment opportunity with Te Pūkenga. There may, be exceptions where staff are seconded to roles where an adjustment in remuneration is considered appropriate as a reflection of the responsibilities of the role being undertaken.

## **5. Can anyone apply for a secondment opportunity within Te Pūkenga?**

Any permanent or fixed term staff member can express an interest or apply for a secondment with Te Pūkenga. Te Pūkenga will outline the skills and experience required for any secondment opportunities and staff should only apply if they meet any criteria specified.



# Frequently Asked Questions

## **6. How will people find out about secondment opportunities?**

In most cases, it is intended that secondment opportunities will be advertised through information being sent to subsidiary CEs who will then be asked to advise their staff of the opportunities, and the associated application process, through standard internal advertising channels.

There will be occasions, such as where unique or specific skills or experience are required, where broadly advertising a secondment opportunity is not practical. In those situations, secondment opportunities may be discussed directly with specific individuals and their manager. This approach will be taken on the recommendation of the appropriate DCE and with approval of the Te Pūkenga Director People & Culture. This process will also still require discussion and agreement of the host subsidiary prior to the agreement being finalised.

## **7. Does a subsidiary need to hold the role of any secondee open while they are on secondment?**

Yes. It is expected that at the end of any secondment, staff will return to their subsidiary and their substantive role.

## **8. What if changes are proposed within a subsidiary that potentially impact on a secondee's role while they are on secondment?**

The subsidiary will be responsible for ensuring any seconded staff member is consulted with, as required in their employment agreement, if any changes are proposed that may have an impact upon their substantive role.

## **9. Will staff continue to be covered by their existing terms and conditions while on secondment?**

Yes. There will be no changes to substantive terms and conditions but any minor variations (e.g. location) required due to the nature of the secondment opportunity will be clearly outlined in the secondment offer but would not be contrary to the applicable employment agreement.

## **10. What happens when secondees take leave while on secondment?**

Staff are expected to take leave while on secondment in the normal way. The secondee must notify Te Pūkenga if they are intending to take leave and advise their home subsidiary and this will be recorded in the HR leave system. The home subsidiary will advise Te Pūkenga if any leave entitlements have been, or are close to being, reached.



# Frequently Asked Questions

## **11. Do secondees need to bring their own equipment (e.g. laptop)?**

No. Te Pūkenga can provide a laptop, laptop bag, headset and mobile for any staff that need this. We welcome if it is better suited for you and to help remain connected within your subsidiary and for general service ease, to continue with your subsidiary equipment.

## **12. Will Te Pūkenga cover any travel or other costs directly associated with the secondment?**

Yes. Te Pūkenga will arrange and cover the costs of any travel and accommodation associated with carrying out the responsibilities of the secondment.

## **13. What will happen if a secondment is only for part-time hours?**

In this case a secondee will share their time between their substantive role and their seconded role. How this arrangement will function will be discussed and agreed through the application process and outlined in any secondment offer letter.

## **14. What if either party wish to end a secondment earlier than originally planned?**

There will be a notice period outlined in any secondment offer outlining the conditions by which either party can give notice to the other of the secondment needing to end.

## **15. What do you need to do when you return to your role at the completion of your secondment?**

This will be at the discretion of the subsidiary, but in order to maximise the value of the secondment, it is recommended that opportunities be sought within the subsidiary where the learning and insights obtained by staff who have completed secondments can be shared and applied for the benefit of the subsidiary.

## **16. What if concerns arise through the secondment period?**

The secondment agreement is between the secondee, Te Pūkenga and the substantive home manager at the subsidiary. We expect this to be a relationship that is maintained through the period of the secondment and we keep a regular connection to ensure the arrangements are working well for all parties and any concerns can be discussed and addressed as soon as possible.

