

Secondment Opportunities

Operations and Project Management Office

- *International Marketing Lead*
- *Māori Communications Advisor*
- *Financial Accountant*
- *Programme Coordinator*



Te Pūkenga

September 2021

The Opportunities

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

We have three exciting opportunities to join the Te Pūkenga team in support of the Operations directorate.

The **International Marketing Lead** will be responsible for leading the development and implementation of the international marketing strategy for Te Pūkenga. This is a full-time, 12-month fixed term position.

The **Māori Communications Advisor** will provide expert advice and support to the wider Communications and Marketing team and Te Pūkenga more broadly, as well as supporting the Strategic Māori Communications Lead with the implementation of a strategic Māori Communication approach. This is a full-time position until 16 December 2022.

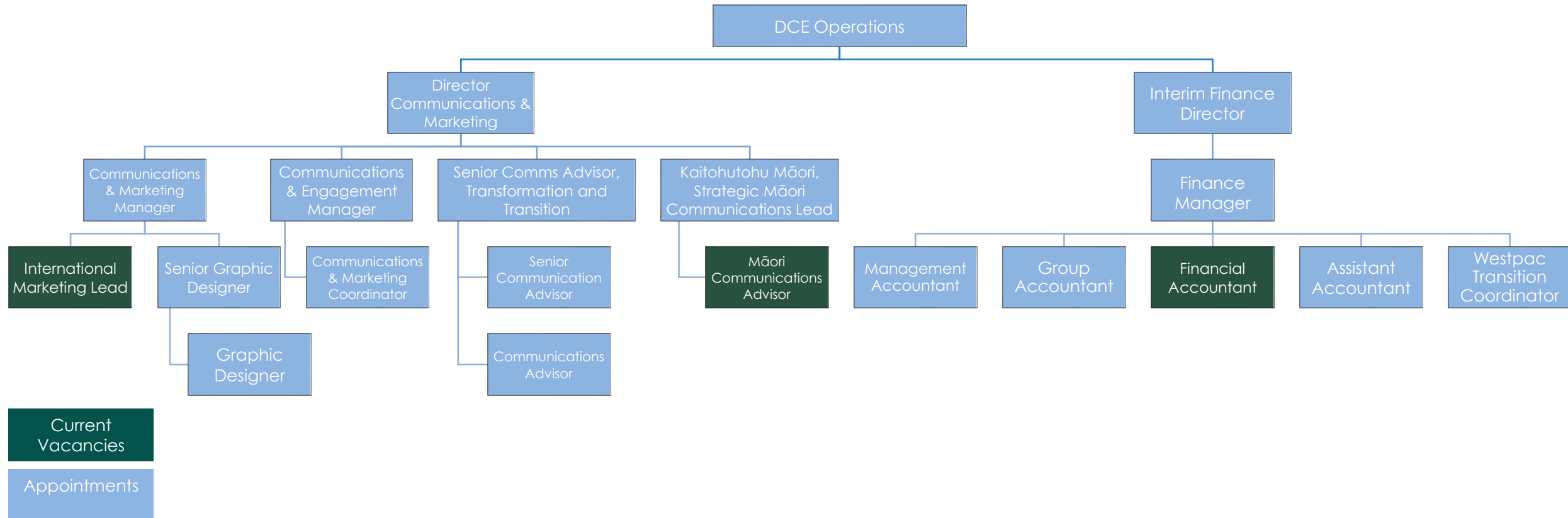
The **Financial Accountant** will assist the Finance Manager to ensure that Te Pūkenga has sound financial, accounting and internal control policies, systems and processes. This is a full-time, fixed term position until 16 December 2022.

The **Programme Coordinator** (two roles) will support the Senior Programme Coordinator and wider PMO team across the portfolio of projects. Full-time, fixed term until 16 December 2022, two roles available.

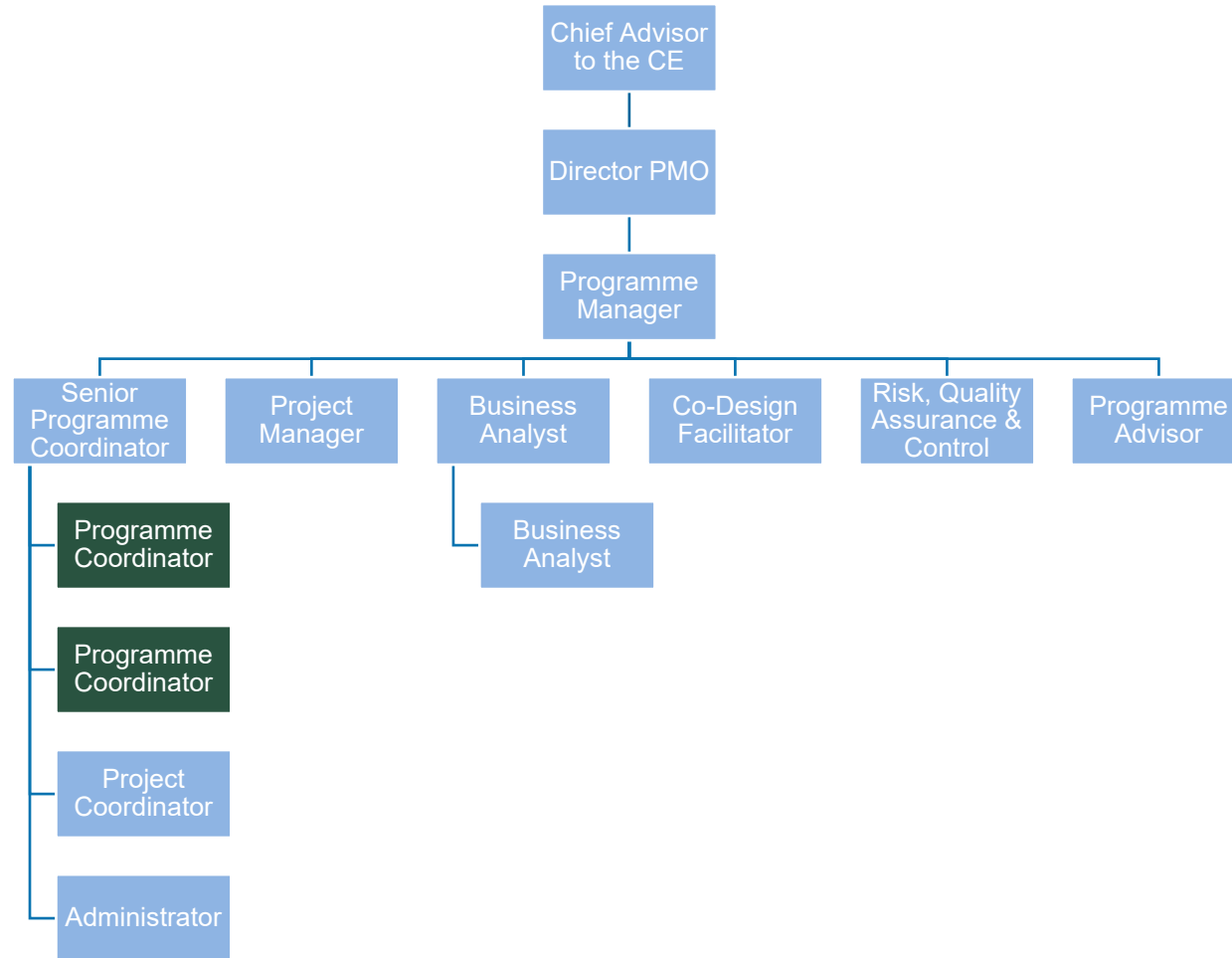
Our positions do not have a prescribed office location. We are a geographically dispersed team, and we value you maintaining your community and whānau connections. There will be travel throughout the motu including to the office of Te Pūkenga in Kirikiriroa/Hamilton, but you will be able to work from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



Team Chart - Operations



Team Chart – Project Management Office



Current
Vacancies

Appointments



International Marketing Lead – Role Profile

Kaupapa Purpose

Reporting the Communications and Marketing Manager, this role will be responsible for developing and implementing an international marketing strategy for Te Pūkenga and for the delivery of the related tasks and activities. This role is part of the Communications and Marketing team for Te Pūkenga and will work closely with the wider network to provide support for coordinated Te Pūkenga international marketing initiatives.

Waiaro Be

- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs.
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded.
- A confident, values-based team player with a good sense of humour and excellent communication and people skills.

Ngā Mahi Do

- Develop and implement the international marketing strategy for Te Pūkenga, aligned with and to support the Internationalisation Strategy overall
- Manage and oversee operational international marketing activity. Including the creation of brand assets, collateral and other tactics, in alignment with Te Pūkenga brand
- Manage and coordinate events that showcase Te Pūkenga on the world stage
- In conjunction with the Director (Internationalisation), liaise with sector stakeholders, including being a key point of contact for ENZ
- Provide marketing expertise and account management support to Te Pūkenga international network
- Work collaboratively with a dedicated team of high-performing communications and marketing professionals across the network to achieve world-class results
- Ensure coordination and integration with other communications and marketing workstreams
- Assist in analysing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies

Pūkenga Have

- A tertiary qualification in marketing or related field
- International marketing experience in a tertiary education environment would be highly advantageous
- Strong writing and editing capability, with excellent attention to detail and ability to write for a wide range of channels and audiences
- Understanding of marketing channels (including digital) and using insights to inform decision making
- Event management skills
- Strong time-management skills
- Ability to work on multiple projects at once
- A strong work ethic and sense of personal initiative
- Excellent interpersonal skills and the ability to communicate and get along well with others
- A commitment to making a difference
- A passion for learning and development together with a continuous improvement mindset
- A positive, can-do, “roll-up the sleeves” attitude.



Māori Communications Advisor – Role Profile

Kaupapa Purpose

The Māori Communications Advisor will provide expert communications advice and support to the wider Communications and Marketing team and Te Pūkenga more broadly, as well as supporting the Strategic Māori Communications Lead with the implementation of a strategic Māori Communication approach.

Waiaro Be

- Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs
- Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)
- Committed to and capable of partnering with others, especially iwi – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded.
- A confident, values-based team player with a good sense of humour and excellent communication and people skills

Ngā Mahi Do

- Support giving effect to Te Tiriti o Waitangi in all communications.
- Support the Communications and Marketing team with practical application of Te Pae Tawhiti (Tiriti excellence framework) through everything that we do and in the way we communicate, both internally and externally.
- Liaise with external suppliers and vendors, such as creative and advertising agencies, translation providers and others, to ensure alignment with our agreed approach.
- Contribute to tikanga Māori support surrounding practices and protocols that Te Pūkenga is engaged in, particularly for those initiatives being led by the Communications and Marketing team.
- Assist where needed with a range of general communications and engagement activities, to support the team more broadly with a full work programme, including writing and editing for a range of communications platforms and channels, both internal and external.
- Play a support role to at least one major workstream, ensuring coordination and integration with other workstreams.
- Establish relationships to work collaboratively at all levels.
- Use your problem-solving skills and ability to derive simplicity from complexity.

Pūkenga Have

- At least 3 years experience in a communications role
- Understanding and experience in developing and implementing communications and engagement with Māori and iwi/and or Pasifika
- Demonstrated confidence and proficiency with both written and spoken Te Reo , Tikanga Māori and Te Tiriti o Waitangi
- A tertiary qualification in communications, marketing or related field.
- Strong writing and editing, with outstanding attention to detail.
- Ability to use a range of modern technology platforms.
- Experience in building positive working relationships with a diverse range of stakeholders.
- A strong work ethic and sense of personal initiative.
- Excellent interpersonal skills and the ability to communicate and get along well with others
- A commitment to making a difference
- A passion for learning and development together with a continuous improvement mindset
- A positive, can-do, “roll-up the sleeves” attitude.

Financial Accountant – Role Profile

Kaupapa Purpose	The purpose of the Financial Accountant position is to assist the Finance Manager to ensure that Te Pūkenga has sound financial, accounting and internal control policies, systems and processes.
Waiaro Be	<ul style="list-style-type: none">• Able to engage and build positive working relationships across all levels• Resilient, business minded and collaborative• Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs.• Engaged and dedicated to the opportunities of the vocational education reform, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)• Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded• A confident, values-based team player with a good sense of humour and excellent communication and people skills
Ngā Mahi Do	<ul style="list-style-type: none">• Preparation of monthly financial information and management reports for Te Pūkenga Parent – including Profit and Loss, Balance Sheet and Cash Flow statements• Preparation of monthly project reports for project managers• Monthly Reconciliation of balance sheet accounts and key P & L accounts for Finance Manager review• Preparation of payroll journals, general ledger journals, monthly accrual/prepayment journals• Providing support for Cost Centre managers regarding budgets, forecasts and management of expenditure• Provide back up support for Assistant Accountant• Assistance in preparation of annual statements and audit processes• Provide support in investigation of variances, preparation of budgets, forecasts and sensitive expenditure report• Ensure tax and statutory reporting compliance and that all payments are made on time• Assist with preparation of Te Pūkenga annual budgets and consolidation of group budgets• Provide other support for Finance Manager, Director Finance and Executive Leadership as required
Pūkenga Have	<ul style="list-style-type: none">• Accountancy qualification, including membership of CAANZ or equivalent.• Relevant experience working in commercial or government sector finance roles for at least 3 years• Intermediate Microsoft Office (Excel & Word) skills• Experience working in a similar environment desirable but not essential• Excellent interpersonal skills and proven ability in developing relationships across a business• Financial/budget management• Strong commercial acumen• Resilient, business minded and collaborative• Proven experience in supporting the business through change and transformation

Programme Coordinator - PMO – Role Profile

Kaupapa Purpose	<p>The Programme Coordinator will support the Programme Management Office (PMO) staff to manage and coordinate the PMO to support Te Pūkenga programmes of work. This includes all tasks that enable deliverables to be achieved on time, to budget and producing the desired results. The Programme Coordinator will also support the PMO to ensure updates, reporting, plans and documentation are completed on time, and are documented appropriately.</p>
Waiaro Be	<ul style="list-style-type: none">• Highly efficient and organised, with attention to detail, able to multi-tasks and prioritise effectively, working well under pressure.• Committed to the Reform of Vocational Education and the Charter of Te Pūkenga, including Te Pae Tawhiti (Te Tiriti o Waitangi Excellence Framework).• A problem solver with a can-do attitude.• Committed to and capable of partnering with others, works well in a team, taking an inclusive approach but also able to work independently.• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills.• Passionate in the continuous pursuit of enabling ākonga/learners' success.
Ngā Mahi Do	<ul style="list-style-type: none">• Contribute to the timely delivery, monitoring and reporting of team workplans as needed.• Assist the PMO to prepare the workstream programme and plans and progress and produce regular reports as required.• Maintain and update the team risk register as required; identify and advise the Programme Manager of any issues and risks.• Develop and maintain systems and processes that contribute to team effectiveness and workstream efficiency; provide support and training to project coordinators.• Liaise on behalf of the PMO with Te Pūkenga directorates, team members and key stakeholders in coordination of programme delivery.• Ensure that activities relating to the team's work are planned and performed correctly and are within agreed tolerances, notifying the Programme Manager of any potential deviations from plans.• Support the PMO to induct new team staff to systems and processes that support the work programme.• Such other reasonable duties as may be required from time to time.
Pūkenga Have	<ul style="list-style-type: none">• Knowledge and experience base from the Vocational Education sector.• Proven ability to contribute to significant projects from design to successful delivery.• Demonstrated experience of at least 3 years, in or exposure to a range of project and change methodologies (such as Agile, Waterfall, PROSCI).• Excellent relationship management skills.• Excellent written and verbal communication skills.• Solid organisational skills including attention to detail and multi-tasking skills.• A proven problem solver, able to multi-task and prioritise.

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*

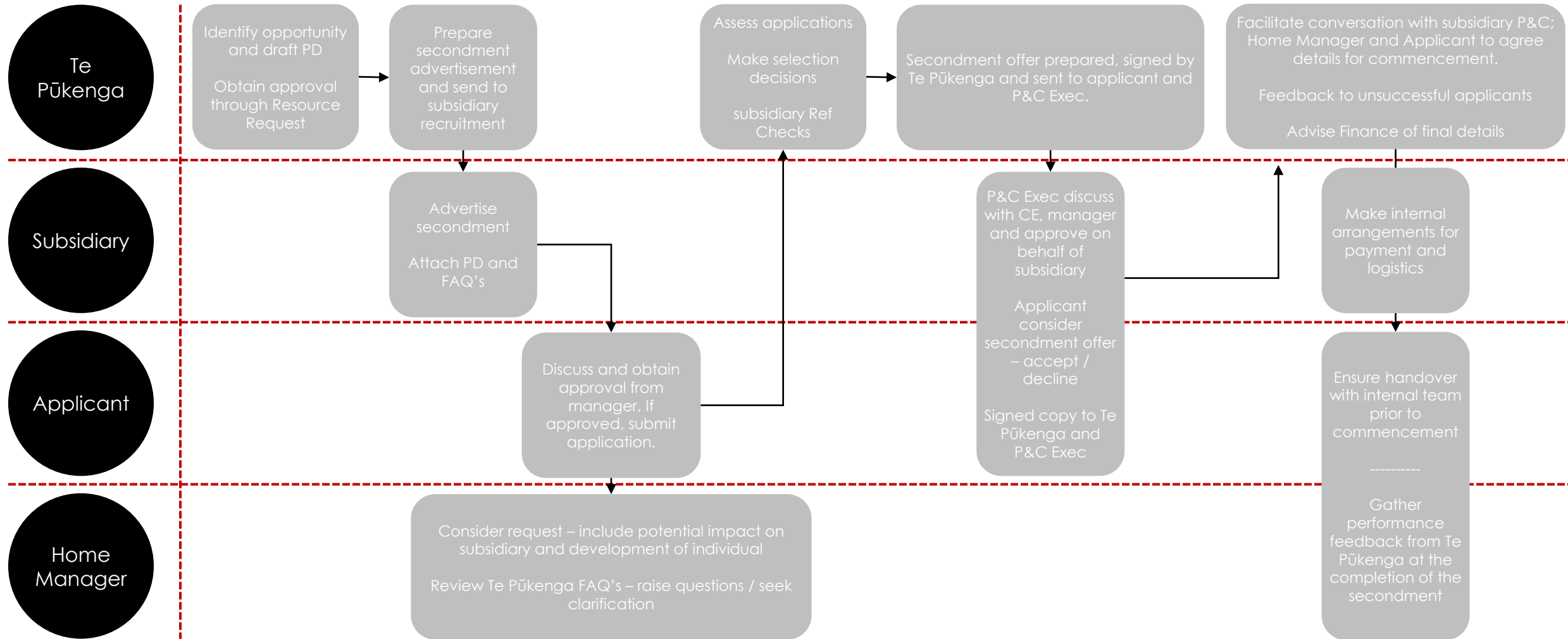
All applicants should send in a cover letter with their resume to recruitment@tepukenza.ac.nz

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

Please send in applications no later than **5.00pm 03 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.

