

Position Description

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| Position Title: | Qualifications Development Facilitator, Māori Qualifications Services |
| Business Unit: | Qualifications Services |
| Grade: | S7 |
| Last Review Date: | August 2017 |

Overview – NZQA’s Role

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world – Kia noho takatū ki tō āmua ao” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

More information can be found on our website at www.nzqa.govt.nz.

Business Unit Overview

The Qualifications Services business unit is responsible for the:

- development, maintenance, review and support of New Zealand qualifications and unit standards which are generic in nature, based on Mātauranga Māori, Pasifika focused and/or reflect areas of Government priority;
- development of materials and associated activities supporting the implementation of these standards and qualifications
- maintenance of University Entrance;
- provision of policy and specialist advice on standards and qualifications development.

The business unit maintains strong internal and external stakeholder relationships to support, and works collaboratively with Whakaruruhau and a wide range of other subject matter experts in, the achievement of its goals.

Māori Qualifications Services

Field Māori gives national recognition to mātauranga Māori. It is one of the classification fields for the Directory of Assessment Standards (DAS) that caters specifically to Māori knowledge, pedagogy, and skills, and enables the portability of Māori skills and knowledge within the national education system.

Māori Qualifications Services works collaboratively with Whakaruruhau (nationally recognised experts and practitioners) and other stakeholders to develop mātauranga Māori qualifications, and standards in Field Māori. Māori Qualifications Services products and services support

accelerated Māori Learner success, advance the use of Mātauranga Māori, and express the kaupapa of *Te Hono o Te Kahurangi*.

Purpose of Position

The principal role of a Qualifications Development Facilitator, Māori Qualifications Services is to project manage the development, maintenance and review of nationally endorsed Field Māori unit standards, and New Zealand qualifications and support material based on Mātauranga Māori. Qualification Development Facilitators also provide professional advice on related policies, manage stakeholder relationships and lead or are involved in projects to achieve NZQA objectives and outputs.

Qualification Development Facilitators work collaboratively with a wide range of mātauranga Māori and subject matter experts to ensure quality outcomes that are robust, uphold the integrity of the Directory of Assessment Standards and New Zealand Qualifications Framework, and support learner achievement and pathways. The role of the QDF, MQS is to maintain the mana and integrity of mātauranga Māori, te reo Māori, and tikanga Māori, in the way work is achieved, and in the products developed, and the services provided.

Working Relationships

Responsible to: Team Leader, Māori Qualifications Services

Functional relationships:

Internal:

- Other MQS Qualifications Development Facilitators
- Other Qualifications Services business unit staff (Business Support and National Qualifications Services)
- Quality Assurance Māori and Assessment Division business units
- Office of the Deputy Chief Executive Māori and Pasifika
- Other NZQA business units and staff as necessary.

External:

- Whakaruruhau Matua, Whakaruruhau and other expert advisory panels
- External contractors
- Whānau, hapū, iwi and hāpori
- Iwi organisations, Taiwhenua, Rūnanga, Post-Treaty Settlement Groups
- Tertiary Education Organisations, Wānanga, Wharekura, Kura Kaupapa, Secondary Schools
- Industry Training Organisations
- Tertiary Education Commission
- Ministry of Education
- Peak body organisations
- Other government and designated agencies e.g. Ministry of Health, Heritage New Zealand, Environmental Protection Authority, Māori Trustee, Māori Land Court, Te Puni Kōkiri.

Key Accountabilities

Kotahitanga - Qualifications Services

Lead and manage all aspects of a portfolio of projects within a kaupapa Māori environment

- Determine the scope and the associated timing and resource requirements for projects
- Develop and maintain unit standards and New Zealand qualifications that:
 - meet the needs and aspirations of Māori Learners and their whānau, hapū, iwi and hāpori
 - express the kaupapa of *Te Hono o Te Kahurangi*, and

- meet the requirements and quality criteria for listing on the Directory of Assessment Standards or New Zealand Qualifications Framework
- Support transition to and implementation of new qualifications and unit standards.
- Maintain and review the University Entrance Award, including the approved subject list
- Engage and manage internal and external stakeholder and interested party involvement in the projects, including meeting and workshop facilitation
- Provide up-to-date information, and seek feedback, via the NZQA website and other communication channels
- Deputise for the team leader MQS as required.

Whanaungatanga – Relationship Management

- Ensure communication is in accordance with NZQA's Client Charter, Ngā Mātāpono (values) and relevant policies
- Ensure engagement fosters whanaungatanga, manaakitanga, and is underpinned by an understanding of te ao Māori
- Respond to internal and external communications about matters within MQS's area of responsibility, and refer other communication onwards as appropriate
- Foster and maintain collaborative and constructive professional working relationships and partnerships with internal and external stakeholders and networks
- Maintain a requisite knowledge base to enable up-to-date advice and promotion of MQS products and services
- Communicate and support, within and external to NZQA, the interests of MQS stakeholders.

Rangatiratanga - Contribution to Māori Qualifications Services, Qualifications Services and NZQA objectives and outputs

- Contribute towards the development, monitoring and review of team systems and processes to provide effective and efficient services.
- Take opportunities to contribute to business plan objectives and foster an innovative and quality improvement environment
- Contribute to the team and business unit environment in a manner that supports, fosters and develops effective, collaborative and respectful working relationships consistent with Ngā Mātāpono o NZQA
- Provide high-quality specialist and policy advice on the development of standards and qualifications based on matauranga Māori
- Identify and report risks to the Team Leader and/or Manager as appropriate
- Lead and/or contribute to identified NZQA projects
- Complete delegated correspondence and administrative functions as required
- Complete Statement of Performance Expectation related projects according to associated measures.
- Contribute to the implementation of the *Te Kōkiritanga 2017-2020*
- Take opportunities to represent NZQA externally at seminars, conferences or professional gatherings and participate in internal and external activities that support Te Ao Māori
- Lead and/or contribute to identified NZQA projects.

NZQA Priorities

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

Oranga - Health, Safety & Wellbeing

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.

- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

Manaakitanga - Privacy & Security

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

Kaitiakitanga - Knowledge / Records Management

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

Person Specification

Pūkengatanga - Knowledge, Skills and Experience

Essential:

- The ability to work within Te Ao Māori, including conversing in Te Reo Māori, using Māori imagery and idioms and employing Māori reference points to underpin work
- A demonstrable ability to work and establish networks with specialist external Māori advisors and stakeholders
- Highly developed oral, interpersonal and written communication skills including technical, business and report writing skills, particularly within a kaupapa Māori context
- An understanding of the particular education and/or training needs of Māori within the tertiary and/or secondary sectors
- Considerable experience in and a sound knowledge and understanding of the education sector, the New Zealand Qualifications Framework, and quality assurance matters within a Māori paradigm
- Proven experience to plan, co-ordinate and deliver successful project outcomes
- Experience in chairing and facilitating workshops, meetings and presentations to achieve common goals, and managing conflict situations in a diplomatic and effective manner
- A positive, energetic, flexible approach and a strong results orientation.
- Good ICT skills - in particular word-processing, spreadsheets, databases and Powerpoint.
- The ability to achieve credibility in the development of standards and qualifications based on matauranga Māori at a national level.

Desirable:

- An understanding of the New Zealand labour market, its interaction with the education sector, and significance of qualifications in this interaction

Qualifications

A qualification at Level 7 of the New Zealand Qualifications Framework, or equivalent experience in a similar role.

Other Requirements

The availability for national and occasional international travel.

Development Competencies

NZQA has the following Core Competencies for the purpose of development planning:

Client responsiveness - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

Collaboration - Working collaboratively with others, sharing information and networking to achieve common goals and positive outcomes.

Communication - Listening and communicating with others in an effective manner.

Continuous learning - Identifying and addressing personal development needs to enhance individual and organisational performance; learning through self reflection on success and failures.

Decision-making - Making good decisions and solving problems involving varied levels of complexity, ambiguity and risk.

Engaging with Māori - Engages effectively with Māori, underpinned by NZQA's values, and applies an understanding of Te Ao Māori that is relevant to the context of our business.

Valuing diversity - Helping create an inclusive work environment that embraces and appreciates diversity.

Work practice - Focusing personal efforts in an organised way to achieve results consistent with NZQA's objectives, seizing opportunities that arise, and maintaining effectiveness in a variety of situations.

Job Description Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.