| JOB DESCRIPTIONDIRECTOR – MĀORIKaihaut**ū** – Hononga Iwi, Hapū, Whānau |
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| **LOCATION:** | Nelson |
| **REPORTS TO:** | Chief Executive |
| **RESPONSIBLE FOR:** | Curriculum Manager – Te Tokī PākoheBi-Cultural Manager  |
|  | As a member of NMIT’s Directorate, you will be responsible for contributing towards ensuring that NMIT fulfils its purpose of collectively preparing work and world ready graduates. This role will be active in leading and managing teams to deliver on our six priorities: 1. Standing out educationally
2. Exceptional vocational opportunities
3. Motivated and clever teams
4. Active collaboration
5. Financial fitness
6. Gearing up for the future

This role will support the Chief Executive and other NMIT leaders, managers and team members in continuing to develop, maintain and drive the implementation of Te Ara Wai (NMIT’s Māori strategy) in line with NMIT’s strategic objectives and Investment Plan. As a key member of the NMITs leadership team you will develop collaborative working relationships with whānau, hapū, iwi to ensure the Māori education strategy is aligned to and reflective of their education aspirations and expectations.. All our team members are expected to demonstrate the Institute’s values of Manaakitanga and Pono through leading by example and ensuring that the encouragement of excellent values is the day-to-day priority of all team members.  |

| KEY ACCOUNTABILITIES |
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| **Quality** | Responsible for influencing and managing the delivery of quality outputs, ensure all stakeholders receive a high quality experience, consistently demonstrate quality leadership and lead on implementing quality assurance. * ***Quality Outputs*** – deliver excellence and be accountable for the delivery of education performance indicators (EPI) for Māori learners in the upper quartile of ITPs. Ensure all KPIs are set, agreed and delivered.
* ***Quality Experience*** – create sustainability by being responsible for harnessing innovation and supporting and managing teams to ensure priorities of Māori learners, iwi, hapū and whānau are met.
* ***Quality Leadership*** – be accountable for the effective management of resources, across your area of responsibility, ensuring that all outputs are delivered in a timely manner.
* ***Quality Assurance*** – lead on performance review through measuring, monitoring and action planning to ensure continuous improvement across your area of responsibility.
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| **Leadership** | Responsible for leading the implementation and review of strategic plans relevant to your areas of responsibility through providing effective leadership, setting ambitious targets and an aspirational vision which is clearly communicated, understood and being worked towards.* Commit to building and developing high performing teams by working with People and Culture to continually develop a professional development programme designed to support teams to continually improve across your area of responsibility
* Lead by example ensuring all direct reports and their teams work collaboratively and effectively with all institute teams and continuously strive for excellence, explore opportunities to improve service delivery and improve standards and performance across all areas of responsibility.
* Lead on involving all stakeholders on the development of a culture focused on continuous reflection and performance appraisal resulting in the on-going completion of an annual Self-Assessment report (SAR) and action plans that will deliver sustainable improvements.
* Develop and maintain close relationships with iwi, hapū, whānau and ensure that strong and mutually beneficial relationships are nurtured and maintained at appropriate levels to ensure that NMIT continues to meet and respond to needs and is the ‘first choice’.
* Undertake a mentoring and leadership role to Māori team members at NMIT.
* Ensures participation in the NMIT Professional Development and Performance Scheme.
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| **Te Ara Wai** | Responsible for continuing to develop and implement Te Ara Wai for NMIT, ensuring appropriate engagement and consultation with whānau, hapū and Iwi. * Develop and implement an annual plan which will provide for new initiatives that are responsive to the identified needs of whānau, hapū and iwi.
* Assist in the development of policies and procedures which reflect and enhance NMIT’s relationship with whānau, hapū and iwi that demonstrates our commitment to Te Tiriti o Waitangi.
* Responsible for facilitating the introduction and implementation of a cultural audit tool across all areas of NMIT to build and maintain the Māori cultural capability of the organisation.
* Ensure Team NMIT adopt a flexible approach in ensuring the efficient and effective delivery of teaching and learning programmes and courses at NMIT.
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| **Communication**  | * In collaboration with cross institute teams, develop and implement marketing strategies promoting NMIT programmes and courses to whānau, hapū, iwi and the wider community.
* Represent NMIT in the wider community, fostering strong partnership links between whānau, hapū and iwi.
* Take an active role as advisor to team NMIT on protocols in formal and ceremonial matters and liaise with Kaumātua and appropriate Māori representatives to ensure best practice for all formal occasions
* Promote and participate in the NMIT ‘environmental awareness’ and ‘sustainable organisation’ development.
* Comply with and promote NMIT’s Equal Opportunities policy.
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| **Financial & Reporting** | * Ensures timely and accurate preparation of annual estimates of income and expenditure and effectively manage and monitor within the agreed budget.
* Prepare formal reports on the NMIT Māori Education Strategy for presentation to Iwi, highlighting developments, issues and achievements across all areas of NMIT.
* Prepare an annual report, supported by appropriate data for presentation to Iwi and Council of an overview of progress towards the NMIT Māori Education Strategy.
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| **Safety**  | * Be a role model and leader of the NMIT Health & Safety Management system. Demonstrate visible safety leadership and be part of building a safety culture.
* Get personally involved in challenging unsafe behaviours and practices at all levels proactively addressing issues.
* Ensure the health, safety and wellbeing of all team members and resources within area of responsibility.
* Support avenues for cultural safety for students, staff, whānau, hapū, iwi and community as appropriate.
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| KEY RELATIONSHIPS |
| **Internal** | * NMIT Executive team including Chief Executive
* NMIT Leaders, managers and team members
* Kaumātua
* Māori Studies/Te Toki Pakohe
* Iwi and Māori committees on campus
* Māori team leaders across NMIT
* Academic Board and its committees
* Māori students/student association
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| **External** | * Kaumātua
* Nga Iwi o Te Tauihu O Te Waka a Māui
* The wider Māori community
* Government agencies including Te Puni Kokiri, Te Amorangi Mātauranga Matua (TEC) and Te Tāhuhu o te Mātauranga (MoE)
* TEO’s
* ITO’s
* Schools/Kura Kaupapa
* Industry/Businesses and their representative groups
* Local communities/Marae
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| EDUCATION AND TRAINING |
| **Essential** | * Relevant Bachelor or Postgraduate Qualification
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| **Desirable** | * Masters or Post Graduate Qualifications in Mātauranga, Māori or Commerce
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Essential** | * Experience working with a Tertiary Education provider or Government Department
* Demonstrated commitment to Te Tiriti o Waitangi
* Fluent in te reo Māori and experienced in Tikanga Māori
* Relevant legislative knowledge and understanding of Māori education issues
* Extensive experience working with lwi groups
* Demonstrable experience of having developed strong sustainable relationships with iwi and other partners
* Multidisciplinary focus with a broad background of experience
* Experience of having delivered high quality educational outcomes
* Experience in developing and delivering organisational strategy
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| **Desirable** | * Whakapapa/hononga to local lwi
* Member of relevant professional organisations
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| PERSONAL QUALITIES |
| * Ability to provide solid advice and leadership and management of direct reports
* Ability to effectively plan, forecast and monitor financial performance
* Strong interpersonal and communication skills with proven experience in establishing and maintaining effective relationships
* Outcomes focused with an ability to effectively influence others to achieve
* Team player with strong planning and organisational skills
* Monitoring and Evaluation Skills (Quality Assurance)
* Innovative
* Positive Outlook and high level of resilience
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