

Job Description

Course Coordinator Project Moturoa

Person Specifications

- In depth understanding of te reo me ona tikanga, especially in the context of te taiao.
- In depth understanding of the diversity of Iwi and Hapu across Te Tau Ihu and respect for the richness of this diversity.
- Experience and understanding in the interface of conservation science and matauranga Maori
- Experience in working with young adults to:
 - create strong interpersonal relationships (whanau),
 - create positive learning environments (wa akonga) and
 - to open up realistic employment pathways (huarahi mahi).
- An understanding of the formal tertiary education system and an ability to deliver outcomes to NZQA standards.
- An understanding of pastoral care and a knowledge on how to best provide this for Maori learners and their families.
- Strong interconnection to communities across Te Tau Ihu.
- Ability to organise a complex program structure, to ensure high quality of delivery and to work co-creatively in a diverse team of course tutors.
- Ability to manage course budget to given targets.

Purpose of the Role

The aim of this role is to successfully deliver the Project Moturoa Wananga and to assist in developing a model of delivery that can be shared with others in Aotearoa/NZ.

The successful delivery of Project Moturoa Wananga includes:

- All learners achieve the NZQA qualification offered
- All learners move on to the next step in their pathway, either via employment or further training and/or cadetships.
- The program content and delivery reflect an ongoing interaction between conservation science and Matauranga Maori
- The delivered program has in place a strong tikanga that allows the students to understand expected behaviour and to build a strong learning whanau for the duration of the program.
- Feedback from Iwi in regard to the program is positive, generating support for its continuation
- Feedback from employers and partners is positive in regard to student performance

Task Descriptors

1. Course Development

- Assisting the Moturoa Project Team in finalising qualifications once Iwi have been consulted
- Development of individual course learning modules that match the qualification
- Bringing a Maturanga Maori lens to all course content and liaison with Maturanga Maori Kaiako/ Kuia/ Kaumatua to further fine tune program content
- Liaison with Marae across Te Tau Ihu for both timing and content of each noho

2. Tutor Coordination

- Becoming familiar with the existing Kaitiaki Whenua qualification and liaising with their course coordinator/ tutors to ensure they are available for Moturoa as and when required
- Setting up a matching network of Maturanga Kaiako and other experts to complement the existing content and to deliver the additional Te Ao Maori content of the program.
- Ensuring tutors, lesson plans, venues and equipment are available as well as back up plans for the unforeseen (i.e. tangi/ weather event/ etc)

3. Day to Day Delivery

- Ensuring a strong health and safety culture is in place as well as strong peer assessment each day of delivery to build competence and capability around health and safety
- Gaining a deep understanding of all components of the qualification to facilitate best possible teaching and teaching outcomes.
- Maintaining and coordinating facilities, equipment and resources for the best possible teaching environment and delivery
- Conducting regular check in with Project Moturoa Team, with the students, and with co-tutors to ensure the training can be delivered smoothly and to expectations

4. Pastoral Care

- Facilitation of a strong Student Charter and Tikanga for the program
- Building a strong support network, both within the program and with outside support agencies
- Putting in place a system that tracks student achievement in a way that allows early support and intervention if learning outcomes are not achieved (NMIT has support systems for this)
- Working with Whenuakura to create 1:1 support relationships as and when required

5. Adjustment and Improvement

- Carrying out weekly review sessions with the students (and any co-tutors) to reflect and allow for improvement and or support as and when needed
- Meeting with Project Moturoa Team quarterly to review and if required improved delivery of the program and to assist overall development of this pilot program

6. Post Course Employment and Training Support

- Development of post program employment and training outcomes for each student. This is expected to start with the beginning of the program and to continue throughout.
- Building of networks that will support strong employment and further training outcomes.
- Facilitation of pastoral support to enable each student to transition successfully.
- Review and reflection around this matter alongside Project Team Moturoa.

Functional Relationships

- **Iwi and Marae**
- Iwi across Te Tau Ihu plus Ngati Waewae, Te Runaka o Kaikoura and Maatawaka
- All signatories to the 'Kotahitanga o te Taiao' alliance
- Marae of participating Iwi and the Kaiako/ kuia/ kaumatua who are willing to contribute their skills and knowledge

2. Technical expertise and Formal Qualifications

- NMIT
 - NZQA and qualifications
 - Tutor Coordination
 - Program development and quality control
 - Specialist tutors (i.e. chainsaws/ GIS/ etc)
- DOC
- Whenua-iti

3. Student Support and Pastoral Care

- Studylink/ Student Association
- Whenuakura Mentoring
- Student Whanau
- Government agencies (via RIF)

4. Employment and Further Training

- Employers and employer networks
- Training providers
- BDC, MDC, TDC and NCC
- Conservation Community Groups
- Maori business organisations
- Government Agencies (via RIF)

5. Moturoa Site

- Tasman District Council
- Ministry of Culture and Heritage
- Tasman Cycle Trust
- Forestry Companies -particularly PF Olsen Ltd

Other relationships may emerge as the program rolls out and will be added as required.