

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaiārahi Hapori Outreach Programme Advisor (Kura, Schools, Rangatahi, Youth, Tauira and Students)

PŪTAKE TŪRANGA – POSITION PURPOSE

To support outreach kura, schools, tauira, student, rangatahi and youth programme coordination for the Royal Society Te Apārangi - Powering Potential, Talented Student Travel Awards, Crest, Young Achievers, rangatahi and youth programmes.

To provide general programme and administration support to the Communications and Outreach Team.

NGĀ TŪHONOHONO – RELATIONSHIPS

Whakatau ki Reports to:

Te Tumu Tūhono Director Communications and Outreach

Ngā Rōpū Whaihua Relationships:

Director of Communications and Outreach, other Society Directors and staff, MBIE, Marsden Group, Ministry of Education, Tertiary Education Commission, NZQA, schooling and tertiary sector, Wānanga, outsource providers, the public, iwi, hapū, whānau, Māori hapori community groups and the relevant key stakeholders for specific projects.

MĀNGAI PŪTEA – FINANCIAL AUTHORITY

As per the Schedule.

TE MAHI KEY TASKS AND ACCOUNTABILITIES

Contract programme administration

- Delivery of quality programmes linked to various MBIE outreach contracts
- Development and implementation of rangatahi youth strategies and programmes across the organisation
- Champion and lead te ao and te reo Māori in programme management
- Drive new innovation and programme opportunities for the Society
- Grow diverse work streams to enhance organisational reputation, and strategic positioning within the programme area
- Use quality research and analysis, including environment scanning, to inform programme development
- Manage and develop digital media channels
- Manage and update contact databases and business processes
- Champion and share outreach topics through the organisation
- Provide high quality reporting and contribute content for multiple communication channels
- Events planning and management.

Relationships

- Growing and developing the Society's education, training, community, iwi and hapori networks
- Growing and developing the Society's rangatahi youth connections and networks with a significant concentration on iwi and hapori Māori
- Engaging with outsource providers and suppliers.

Asset planning and development

- Plan and create print and digital content and assets including video and still images
- Repurpose content developed for print, digital and other communications outlets for use across the team and organisation
- Keep abreast of developments in the resources / education sector sphere and consider how these might be applied in a Society context.

Other

- Provide project implementation support to Communications and Outreach staff
- Other duties as may be requested from time to time.

BEHAVIOURAL COMPETENCIES**Delivers results**

- Taking responsibility and are comfortable in making decisions or taking ownership of their work
- Achieves results by working collaboratively with a range of individuals within the organisation. Demonstrates a high level of attention to detail. Has a commitment to achieve at a high level at all times
- Demonstrates trustworthiness by being honest and open in your application, and shows good moral judgement if asked about difficult workplace scenarios
- Sets clear and realistic objectives
- Is self-motivated with ability to work with little or no supervision
- Meets deadlines.

Relationship management

- Takes responsibility for developing and maintaining relationships that enhance their performance and further the Society's goals
- Relates well to people inside and outside the organisation and builds appropriate rapport
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions
- Understands the values, needs and aspirations of current and potential partners.

Teamwork

- Teams that work well together are more harmonious and more efficient hence positively contributes to the team dynamics, no work is standalone
- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes
- Has the ability to network widely and form partnerships across government, science, research, creative and business sectors
- Participates effectively as a team member in wider, diverse and cross-disciplinary teams, which may involve external participants
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.