

## ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

### Kairuruku Kaupapa Whakaako Pūtaiao Science Teaching Leadership Programme Manager

#### PŪTAKE TŪRANGA – POSITION PURPOSE

To manage, develop and administer the Science Teaching Leadership Programme, including Taiao Aronui.

#### NGĀ TŪHONOHONO – RELATIONSHIPS

**Whakatau ki** Reports to:

Te Tumu Tūhono Hapori Whanui | Director External Engagement

**Ngā Rōpū Whaihua** Relationships:

Royal Society Te Apārangī:

Senior Leadership team, External Engagement team, and other kaimahi staff;

External:

Contract owners (Ministry of Business Innovation and Employment), and other Government entities such as Ministry of Education;

Facilitators of the Science Teaching Leadership Programme and Taiao Aronui, and other key stakeholders who support the Programme;

Tūmuaki principals, kaiako teachers, staff of science-sector organisations and businesses;

Wānanga and other tertiary- sector organisations and research institutes; and

Iwi, hapori, whānau, and community groups.

#### MĀNGAI PŪTEA – FINANCIAL AUTHORITY

Nil.

(NB. *STLP operational budget is \$373,000 p.a., STLP Funding is \$2.171m p.a.*)

#### TE MAHI - KEY TASKS AND ACCOUNTABILITIES

##### Programme management, planning, and development

- Oversee and manage the Programme, including Taiao Aronui, to ensure alignment with its objectives
- Continuously enhance the quality of the existing programme, including Taiao Aronui, and integrating te ao Māori, tikanga, and te reo Māori throughout to enrich teaching of the national science curriculum
- Develop and implement risk management strategies for delivery of activities
- Review the programme regularly to ensure a high quality of outputs from participating teachers, and value for their schools, communities, participating organisations, and other key stakeholders
- Adapt the programme to ensure it meets the diverse needs of teachers, schools, communities, and science-sector organisations
- Contract and manage appropriate staff to facilitate professional development activities
- Collaborate with science-sector organisations, including research institutes, local and regional councils, iwi organisations, community groups, and tertiary-sector organisations, to host kaiako teachers, and enable rich professional development during their 6-month placements
- Ensure the contract is managed within agreed budget limits
- Report to contract holders and other key stakeholders as per agreed schedule and format

- Oversee design and development of all materials needed to support and promote the programme, including Taiao Aronui

#### **Selection of participants**

- Administer processes to ensure independent, transparent, and unbiased selection of teachers kaiako
- Liaise with schools to ensure that senior leaders understand the requirements of the programme and will support their participating teachers
- Review the selection process regularly to ensure it is followed and documented appropriately.

#### **Marketing and communications**

- Plan, co-create, and disseminate stories about the programme, including Taiao Aronui to encourage participation by schools, communities, and science-sector organisations
- Promote the content of the programme, including integration of te ao Māori, tikanga, and te reo Māori to enrich the science curriculum
- Collaborate to ensure dissemination to key stakeholders and a diverse range of potential stakeholders using a range of media channels, including digital
- Respond to enquiries in a timely and efficient manner
- Oversee development of all resources needed to promote participation and spread awareness

#### **Programme administration**

- Administer contracts with schools and science-sector organisations and businesses participating in the programme
- Maintain and update information on the database of participants and the Society's website
- Oversee and manage delivery of events for the programme (e.g. induction meetings, wānanga, and workshops)
- Oversee and manage travel for participants and team members (to attend courses, events, and workshops as part of the programme)
- Oversee and manage expense claims and credit card expenditure according to the budget

### **NGĀ WHANONGA PONO - BEHAVIOURAL COMPETENCIES**

#### **Delivers results**

- 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
- Sets clear and realistic objectives
- Is self-motivated with ability to work with little or no supervision
- Extends oneself. Meets deadlines.

#### **Teamwork**

- 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, 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

## 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 clients/partners.

## NGĀ UARA - INTERNAL VALUES

### Whakaute Respectful

- We seek, embrace and value āhuatanga Māori
- We seek, embrace and value diversity
- We are kind and we take an interest in others' wellbeing
- We are open to new ideas and we listen to others.

### Ngā Ture Proactive

- We plan and look ahead
- We think ahead of the curve
- We look for opportunities and anticipate problems
- We accept and learn from mistakes
- We have a mind-set of growth, creation and innovation.

### Te Mahi Tahi Collaborative

- We listen, share and embrace others views
- We ask for input offer assistance
- We actively collaborate on projects to ensure the best outcome; and
- We actively build trust with internal and external stakeholders.

### Te Tika Acting with Integrity

- We stand up for what is right
- We listen
- We tell the truth
- We show discretion and respect confidences
- We stand firm when required and follow through on promises and commitments
- We provide frank and fearless advice.

### Te Kotahitanga Convivial

- We are a whānau of colleagues
- We participate and we take an interest in the work of each other
- We support each other and celebrate success.