

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 Apārangi:

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

<ul style="list-style-type: none"> Oversee design and development of all materials needed to support and promote the programme, including Taiao Aronui
Selection of participants <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 āhuetanga 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.