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<b>POSITION:</b>	<b>‘Tūmatahuki’ (Executive Administration Support)</b> <b>Te Uepū ā Motu (TUAM)</b>
<b>LOCATION:</b>	<b>Wellington</b>
<b>GROUP:</b>	<b>Evaluation and Review – Māori</b>
<b>REPORTING TO:</b>	<b>Deputy Chief Executive Evaluation and Review Māori</b>
<b>ISSUE DATE:</b>	<b>February 2020</b>
<b>DELEGATION LEVEL:</b>	<b>4</b>
<b>STAFF RESPONSIBILITY:</b>	<b>No</b>

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### ERO purpose

*Ko te Tamaiti te Pūtake o te Kaupapa*

*The Child – the Heart of the Matter*

The Education Review Office | Te Tari Arotake Mātauranga (ERO) is responsible for:

- evaluating the implementation of government education priorities, programmes and policies across the system
- evaluating the quality of education and care in schools, kura, wharekura, early learning services, Māori immersion early learning services and across Communities of Learning | Kāhui Ako
- supporting improvement in the performance and operation of our schools, kura, wharekura, early learning services, Māori immersion early learning services and across Communities of Learning | Kāhui Ako
- contributing to the evidence base about what works in support of decision makers and practitioners.

The driving force behind ERO is the belief that quality education is a right for every New Zealand child and young person.

The Education Review Office affirms its responsibility to honour the Treaty of Waitangi through recognising the unique place of Māori in Aotearoa New Zealand.

### Group purpose

The Evaluation and Review - Māori Group is made up of two teams; Evaluation, Research and Methodology and Review or Te Uepū ā Motu.

The purpose of the Group is to deliver a programme of quality evaluations, reviews, inquiries and investigations into the provision of education in Māori immersion early learning services, kura and wharekura.

The Group also leads and examines the quality of te reo Māori in English medium settings and other programmes intended to support Māori learners to achieve education success as Māori. This work will be conducted alongside the Review and Improvement Services Group where applicable.

The Evaluation and Review - Māori Group also has responsibility for gathering intelligence to support:

- enhancements to the education system
- national insights into Māori immersion education provision

Through this activity the Group strives for all New Zealanders, Māori, whānau, hapū and iwi to have confidence in Māori immersion early learning services, kura, wharekura and schools and are proud of the education system.

The work of the Group supports:

- every Māori immersion early learning service, kura and wharekura to be a great place to learn while focused on a journey of continuous improvement
- every child to realise to their potential
- whānau, hapū and iwi to have valuable and valued insight into the provision of education through te reo Māori
- Māori learners to enjoy and achieve education success as Māori.

### Role

The Tūmatahuki role is an exciting position that reflects that of its role in the making of tukutuku panels. The Tūmatahuki is a stake that is used to support the panel from breaking. It is largely unseen and is used where needed. Thus, the concept is a person who provides constant support when needed and in a way that is very behind the scenes. Through this, the notion of trustworthiness is implied, as you must be willing to work hard to support, while often being unnoticed.

The Tūmatahuki reports directly to and provides ongoing support and guidance to, the Deputy Chief Executive Evaluation and Review -Māori.

### Responsibilities

The 'Tūmatahuki' will achieve objectives agreed with the Deputy Chief Executive Review and Improvement in accordance with ERO policies and strategic intent.

### **Key Result Areas**

#### **Office Management and Support**

- effectively manage and coordinate the Deputy Chief Executive Evaluation and Review's schedule, resolving meeting conflicts and prioritising issues in a timely manner
- evaluate, interpret and deliver only relevant information to the Deputy Chief Executive to ensure their time is not taken up with operational issues that should have been resolved elsewhere
- anticipate information and organisational needs of the Deputy Chief Executive
- prepare draft memos, reports, correspondence, and undertake research at the request of the Deputy Chief Executives Review and Improvement and Methodology and Professional Practice
- handle the full range of word processing tasks, and using all or most of the advanced features of word processing packages
- provide full secretarial services, photocopying and any other document processing duties
- undertake final preparation of briefings and national reports for the Minister.

#### **Executive Support to National Office based Executive Leadership Team**

- undertake meeting preparation and management including agendas, and act as secretary for management and other meetings as required
- prepare papers and follow-up action arising from meetings
- exercise discretion and initiative in working with other teams and managers.

#### **Financial management**

- provide budgeting and monitoring support for the Deputy Chief Executive's budgets when required.

#### **Travel Co-ordination**

- plan and coordinate domestic and overseas travel for the Deputy Chief Executive and others as required.

### **Function and Conference Management**

- coordinate and organise corporate conferences, seminars and other functions at various levels in conjunction with the Executive Assistant to the Chief Executive/Chief Review Officer.

### **Hospitality Services**

- coordinate and organise hospitality services.

### **Relationships**

Work collaboratively with the Evaluation and Review - Māori Group SLT, ERO leaders and staff to ensure ERO and the Evaluation and Review - Māori Group effectively meets its goals and objectives.

Other Public-Sector agencies, key professional education sector agencies and learning institutions, including Te Kōhanga Reo National Trust, Te Rūnanga Nui o Nga Kura Kaupapa Māori, Ngā Kura a Iwi and various kōhanga reo and Māori medium.

Work with the Evaluation and Review - Māori Senior Leadership Team and staff.

### **Person specification**

This is a key support role that requires strong administration and organisational skills, and where knowledge and familiarity of te reo me ōna tikanga Māori is an advantage.

The Tūmatahuki will need to be an effective communicator who is highly organised, capable of problem-solving, dealing with ambiguity and enjoys working within a team in a changing environment.

### **Qualifications**

A relevant tertiary qualification OR comparable experience.

### **Knowledge, Skills and Experience**

- Hold a current driver's licence
- Confidence in working within a Māori environment
- Demonstrated management and office administration skills
- A good understanding of the Treaty of Waitangi and its implications for the education sector and the work of ERO
- Understanding of te reo Māori me ōna tikanga Māori
- The ability to exercise sound judgement in a variety of circumstances
- The ability to anticipate, identify, analyse and resolve problems in an innovative manner
- Present a high standard of oral and written communication and presentation skills for appropriate audiences
- Express ideas clearly, simply and succinctly
- Work under pressure and meet deadlines whilst maintaining quality
- Communicate confidently in a range of settings
- Organise daily work in a timely and productive way
- Identify, manage and report risks
- Understanding of the New Zealand public sector/Government systems and process

## **Personal qualities and attributes**

The 'Tūmatahuki' role requires:

- Good interpersonal skills, including the ability to work in a leadership role with other staff, providing and responding to practical and appropriate feedback
- Adaptability and the ability to anticipate, identify, analyse and resolve problems promptly
- Effective decision making, based on analysis, common sense, experience and judgement
- The ability to handle uncertainty and remain confident when confronted with criticism or intellectual challenges, whilst remaining respectful of others
- Respect for the law and legal process
- Self-motivation and the ability to set and work to priorities
- Emotional maturity and self-reliance
- A commitment to updating personal and professional knowledge
- Active commitment to ERO's purpose and whakataukī

## **General Accountabilities**

### **Code of Conduct and Department Policy**

- Active commitment to and demonstration of ERO's policies and procedures and the ethos of the Public Service standards of integrity and conduct, being fair, impartial, responsible and trustworthy. Familiarity and compliance with the ERO's policy and procedures relating to the functions of the position held.

### **Health and Safety**

- Under the Health and Safety at Work Act 2015, all staff must take reasonable care of their own health and safety and ensure that their actions do not cause harm to themselves or others. They must also comply with any reasonable instructions, policies or procedures in how to work in a safe and healthy way.

### **Other Duties and Responsibilities**

- All employees are expected to perform other such duties as can reasonably be regarded as incidental to their job description, and other such duties that fall reasonably within their experience and capabilities as may be assigned from time to time to meet business requirements.