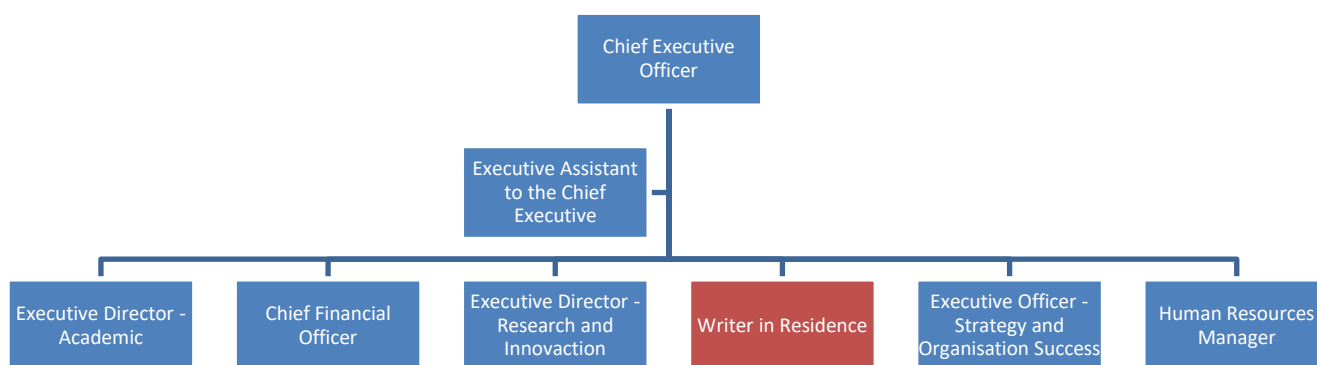




TE WHARE WĀNANGA O  
AWANUIĀRANGI

## Job Description

|                                    |                     |                          |                          |
|------------------------------------|---------------------|--------------------------|--------------------------|
| <b>Position Title</b>              | Writer in Residence | <b>Team/<br/>School:</b> | Chief Executive's Office |
| <b>Position Holder</b>             |                     | <b>Date</b>              | August 2026              |
| <b>Reports to</b>                  |                     | <b>Location</b>          | Whakatāne                |
| <b>Agreed By<br/>(Please Sign)</b> | Position Holder     |                          |                          |
|                                    | Manager/Team Leader |                          | Date                     |
|                                    | HR Manager          |                          | Date                     |



### STATEMENT

#### The Wānanga:

- is firmly committed to the principle of equal opportunity for all, and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

## PURPOSE

The purpose of this position is to provide mentoring to doctoral students, lecturing on a guest lecturer basis as required and lead seminars in relevant field of expertise. There is also an expectation that a book will be published during the incumbent's tenure.

## DIMENSIONS AND AUTHORITY

**Staff** Nil

**Financial:** Nil

## RELATIONSHIPS

### Internal

Chief Executive  
Executive Lead Team  
Academic Lead Team  
CEO's Office  
Students

### External

Community stakeholders

## KEY RESULTS AREAS

The role of the Writer in Residence encompasses the following major functions or Key Result Areas:

1. Writer in Residence
2. Team and Personal Effectiveness
3. Other Corporate Activities
4. General Requirements of Academic Staff

| Key Result Areas<br>What am I meant to do?                                                                                                                                                                                                                                  | How do I know I'm successful?                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KRA 1: Writer in Residence</b> <ul style="list-style-type: none"><li>• Work on a book (topic to be advised) during tenure</li><li>• Mentor doctoral students</li><li>• Guest lecture as required</li><li>• Develop and initiate seminars in field of expertise</li></ul> | <ul style="list-style-type: none"><li>• Book is published</li><li>• Feedback from doctoral students confirms mentoring</li><li>• Guest lectures are booked with dates communicated to students</li><li>• Seminars are successfully run with positive feedback from participants.</li></ul> |
| <b>KRA 2: Team and Personal Effectiveness</b> <ul style="list-style-type: none"><li>• Provides relief to team members as required.</li><li>• Fosters good communication.</li><li>• Contributes to continuous improvement initiatives.</li></ul>                             | <ul style="list-style-type: none"><li>• Team are supported as required.</li><li>• Feedback evidences good communication is fostered with the team and other staff members.</li></ul>                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Continual updating of knowledge and skills relating to technology, administrative systems and other aspects of the position.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Work processes are updated on an annual basis.</li> <li>Professional development and training is undertaken as required.</li> </ul>                                                                                                                                             |
| <b>KRA 3. Other corporate activities</b> <ul style="list-style-type: none"> <li>Comply with all legal and Awanuiārangi requirements for records management.</li> <li>Undertake any other duties as may be required by the Chief Executive Officer.</li> <li>Participates in Awanuiārangi events as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>All legal and Awanuiārangi requirements are complied with in respect of the administration and management of all Awanuiārangi records.</li> <li>Demonstrated flexibility and willingness to assist with other duties as required.</li> <li>Evidenced by observation.</li> </ul> |
| <b>KRA 4. General Requirements of all Wānanga Employees</b> <ul style="list-style-type: none"> <li>Possess a student-centric work ethic. Actively seek to provide the best possible service to our students;</li> <li>Promote the Wānanga as a positive and dynamic learning environment;</li> <li>Commit to providing quality education;</li> <li>Strive for high student retention and success;</li> <li>Be culturally aware;</li> <li>Participate in the Wānanga appraisal process;</li> <li>Improve and develop yourself through training and professional development opportunities;</li> <li>Meet your obligations under the Health and Safety at Work Act 2015 by; <ul style="list-style-type: none"> <li>Being responsible for maintaining a safe and healthy workplace</li> <li>Following health and safety rules, policies and procedures,</li> <li>Reporting accidents, injuries and unsafe equipment, practices or conditions</li> <li>Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.</li> </ul> </li> <li>Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines.</li> <li>Undertake any other key duties as agreed with your Manager.</li> </ul> |                                                                                                                                                                                                                                                                                                                        |

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

# Person Specification

| Technical/Professional Qualification                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                         | <b>Desirable</b>                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• PhD</li> <li>• Professor in previous roles</li> </ul>                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Emeritus Professor in previous roles</li> </ul>                                                                                                                                                                                                                                    |
| Experience                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                             |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                         | <b>Desirable</b>                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Extensive experience in Māori education, particularly at tertiary level.</li> <li>• Previous experience working in the Wānanga sector.</li> <li>• First hand knowledge of Te Whare Wānanga o Awanuiārangi, its founding and its special relationship with Ngāti Awa.</li> <li>• Record of research and publications.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in the tertiary education sector.</li> </ul>                                                                                                                                                                                                                            |
| Skills/Knowledge                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Proven ability to research and write at the highest academic level.</li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Advanced te reo Māori</li> </ul>                                                                                                                                                                                                                                                   |
| Competencies                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                             |
| <b>Values Alignment</b>                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                             |
| Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Examines and clarifies personal values and behaviours</li> <li>• Communicates and models organisational values</li> <li>• Uses organisational values in decision-making</li> <li>• Manages own personal development and learning</li> </ul>                                        |
| <b>Tauira/Customer Service</b>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                             |
| Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.                                                                                                 | <ul style="list-style-type: none"> <li>• Focuses on tauira/customer needs and meets or exceeds their requirements</li> <li>• Clarifies tauira/customer needs</li> <li>• Confirms satisfaction</li> <li>• Listens and empathises</li> <li>• Develops approaches that provide total solutions for tauira/customers</li> </ul> |
| <b>Work Standards</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                             |
| Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Sets high performance standards</li> <li>• Emphasises high standards to others</li> <li>• Shows pride when standards are met</li> <li>• Shows dissatisfaction with substandard performance</li> </ul>                                                                              |
| <b>Attention to Detail</b>                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Clarifies details of tasks</li> </ul>                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Completes all details</li> <li>• Checks outputs for accuracy and completeness</li> <li>• Follows established procedures</li> <li>• Maintain checklist to cover details</li> </ul>                                                                                                                                                 |
| <b>Results Orientation</b><br>Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects | <ul style="list-style-type: none"> <li>• Sets clear, challenging accountabilities and performance objectives and measure the results</li> <li>• Commits to action individually, or in the team</li> </ul>                                                                                                                                                                  |
| <b>Technical/Professional Knowledge</b><br>Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.                                                                                                                                          | <ul style="list-style-type: none"> <li>• Understands technical terminology and developments</li> <li>• Knows how to apply a technical skill or procedure</li> <li>• Knows when to apply a technical skill or procedure</li> <li>• Performs complex tasks in area of expertise</li> </ul>                                                                                   |
| <b>Teamwork/Collaboration</b><br>Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.                               | <ul style="list-style-type: none"> <li>• Contributes to team development, shares ideas and achievement of results</li> <li>• Clarifies roles and responsibilities, and priorities</li> <li>• Looks to help others</li> <li>• Supports team decisions and shares accountability within the team</li> <li>• Works co-operatively and exchanges information freely</li> </ul> |

## TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

### VISION

*Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangī me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.*

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangī and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

### MISSION

*Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.*

*Parau ana tēnei ara whainga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.*

*Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangī.*

***Haere mai... Me haere tahi tāua.***

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

*Thus, we can stand proudly together with all people of the world.* This is in part the dream and vision of Te Whare Wānanga o Awanuiārangī.

### VALUES

***Manaakitanga:*** To respect and care for students, our manuhiri, our communities and each other.

***Whanaungatanga:*** To value all relationships and the kinship connections with our students, our communities and each other.

***Kaitiakitanga:*** To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

***Pūmautanga:*** To commit to excellence and continuous improvement in everything we do.

***Tumu whakaara:*** To inspire and ethically lead through example and outstanding practice.

### BACKGROUND

Te Whare Wānanga o Awanuiārangī is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples, and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Whangarei. We also deliver on marae across Te Ika a Maui (*North Island*).

### **Office of the Chief Executive**

The Office of the Chief Executive develops and maintains:

- The strategic direction of the organisation
- The academic integrity of Te Whare Wānanga o Awanuiārangi
- Relationships with stakeholders including iwi, government agencies, other tertiary providers, the wider community and staff
- Institutional reporting to Te Whare Wānanga o Awanuiārangi Council and government agencies.