

Te Awhioraki Māori Students' Association

Kaitiaki Pūtea

Position Description



Last Updated: September 2022

Job Title: Kaitiaki Pūtea

Reports To: Taura Māori of Te Whare Wānaka ō Aoraki through the Te Awhioraki Executive

Position Purpose Statement

The Kaitiaki Pūtea is responsible for representing taura Māori at Lincoln University on all matters that impact their University experiences. They also support student engagement to foster their wellbeing and apply to connect with campus life. The Kaitiaki Pūtea is responsible for attending to and reporting to the Executive on all matters relating to finances for Te Awhioraki.

Term and Remuneration

The Kaitiaki Pūtea is employed as a contractor with a total remuneration package of \$5,000 per annum (pursuant the Executive Remuneration Policy). The period of remuneration will be paid based on the individual's performance against the expectations provided around portfolios and their roles on the Te Kōmiti Whakahaere. The term will usually begin

The payments will occur in accordance with the Executive Remuneration Policy. Executive members are required to be available on campus one week prior to the start of semester one for planning and training, during term time until their final examination in semester two. The term for kaituhituhi begins 1 December until 30th November of each year.

Relationships

Te Awhioraki Staff and Executive; Lincoln University Students, Council, Senior Management and Staff; Other Students' Associations; Contractors, Suppliers and Advertisers; Other Education and Community Agencies; Media; and National Organisations such as Te Mana Ākonga, Taura Pasifika and NZUSA.

Qualifications and Experience Required for the Role

- Enrolled as a taura Māori at Lincoln University at the time of election, ideally for more than one year.
- Knowledge and understanding of Te Awhioraki, namely its the Constitution.
- Eligible to work in New Zealand.
- Excellent communication and interpersonal skills.
- Experience and knowledge of financial procedures is desirable.
- Ability to conduct themselves in a positive and professional manner at all times.
- Committed to and confident in acting in the best interest of students.
- Ability to work alongside a diverse and committed team.
- Self-motivated, proactive with excellent time management skills to prioritise, multitask and work under pressure.
- Innovative to the extent of identifying issues and generating solutions to improve Te Awhioraki.
- As the University is a multi-cultural environment there is a requirement for the successful candidate to have the ability to work with people from a wide variety of other cultures.

Key Responsibilities and Outputs

Duties and Responsibilities

- Will be responsible for preparing a draft budget for the commencing year which will be reviewed and approved by the exec in the first term of Semester one.
- Regularly monitoring and comparing the actual revenues and expenses incurred against such budget. This will include documenting receipts and/or invoices, which will then be passed on to LUSA's Accounts Manager.

Te Awhioraki Māori Students' Association

Kaitiaki Pūtea Position Description: Updated August 2020

Te Awhioraki Māori Students' Association

Kaitiaki Pūtea

Position Description



- The Kaitiaki Pūtea should be knowledgeable about who has access to the organisation's funds and any outstanding bills or debts owed.
- A monthly meeting with the LUSA's Accounts Manager one week prior to each General Exec Meeting for an update on TA's expenditures.
- Prepare a monthly Kaitiaki Pūtea Report for each General Exec Meeting to keep the exec up to date on Te Awhioraki's finances.
- Train the incoming Kaitiaki Pūtea, as well as updating the Handover document to ensure a smooth transition period.

Representation

Responsible for ensuring consistent promotion of the academic and personal wellbeing of students.

- To be involved in and advise the Tumuaki on key issues relevant to Te Awhioraki
- Attend and report on committees, working groups and boards as assigned by the Tumuaki to ensure the student voice is heard
- Be visible and accessible to the student body as required
- Actively seek a range of student perspectives on range of issues and encourage debate on these issues
- Ensure feedback is captured and effectively reported through the appropriate fora

Administrative and Other Tasks

- Attend Te Awhioraki and affiliated club events during the year, some which may be outside normal business hours, in support of the Executive
- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups
- Take part in marketing activities that promote Te Awhioraki and/or its services
- Comply with all legal and Te Awhioraki requirements in respect of the administration and management of all records.

Governance

Responsible for maintaining a high level of governance within the Association.

- Monitoring and reviewing the strategic plan, priorities, annual plan, budget and policies
- Ensure the Association is operating in accordance with its Constitution and undertake any action required to maintain compliance as required
- Attend all Te Awhioraki Executive Committee meetings and any committees as appointed to by the Te Awhioraki Executive

Health and Safety

- Take all practical steps to ensure their own and others health and safety at a governance level.
- Become familiar, and comply, with all health and safety policies and procedures.
- Comply with all legislative requirements in respect of health and safety in the workplace.
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards to their supervisor as soon as is practicable.
- Wear protective clothing/apparatus as required.

This position description reflects the core activities of the position. As the company and the position holder develop, there will inevitably be some changes to the duties for which the position is responsible, and possibly to the emphasis of the position itself. Te Awhioraki expects that the position holder will recognize this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Te Awhioraki Māori Students' Association

Kaitiaki Pūtea Position Description: Updated August 2020

Te Awhioraki Māori Students' Association
Kaitiaki Pūtea
Position Description



Should significant changes to the role purpose become necessary, the position-holder will be consulted and the changes reflected in a revised role purpose. This job description is linked to the employment contract and will be used to ensure objectives are being met.