

# Te Awhioraki Māori Students' Association

## Tumuaki

### Position Description



Last Updated: September 2022

Job Title: Tumuaki

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

#### Position Purpose Statement

Each year, there is one person elected as Tumuaki, who have the managing responsibilities and duties expected of this role. The Tumuaki is responsible for representing taura Māori at Lincoln University on all matters that impact their University experiences. Accordingly, they provide leadership to Te Awhioraki and its Executive, and by extension the wider student body. The Tumuaki is responsible for attending to and reporting to the Executive on all matters relating to academia at Lincoln University. The Tumuaki will Chair Te Awhioraki Executive and subsequently is responsible for ensuring there is good and effective governance of the Association.

#### Term And Remuneration

The Tumuaki is employed by a fixed term individual employment agreement with a honorarium (pursuant to the Executive Remuneration Policy). The term of the agreement is normally 1 December to 30 November of each year. The total remuneration package includes any and all fees received from the Lincoln University Council subcommittee Ahumairaki, after which Te Awhioraki is responsible for paying the remainder.

The Tumuaki may take up to four weeks leave during their term without any deductions to the honorarium. There is no entitlement for any un-used leave balance to be paid out at the end of the term or 12-month period.

It is expected that the Tumuaki works on average 40 hours a week to receive the full honorarium.

#### Relationships

Te Awhioraki 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.
- Knowledge and understanding of Te Awhioraki, namely its Constitution.
- Eligible to work in New Zealand
- Excellent communication and interpersonal skills.
- Experience in leadership positions or representative or governing committees 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.
- Organisational, delegation and supervisory skills.
- Ability to inspire and work alongside a 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

##### Governance

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

- Monitoring and reviewing the strategic plan, priorities annual plan, budget and policies.

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- Ensure the Association is operating in accordance with its Constitution and undertake any action required to maintain compliance as required.
- Attend and Chair all Te Awhioraki Executive Committee meetings and any committees as appointed to by Te Awhioraki.
- Submit work reports as per the relevant Te Awhioraki policy.

#### **Te Awhioraki Executive**

Responsible for coordination and managing the Te Awhioraki Executive.

- Supervise and provide support to the Executive to achieve their duties and responsibilities.
- Ensure Executive Members carry out their duties and responsibilities to the required standards.
- Promptly address and performance or other issues that may affect their role.
- Initiate and implement campaigns that will promote either the student viewpoint, or be of benefit to students in collaboration with all Te Awhioraki associates.
- Attending to and reporting to the Executive on matters related to academia at Lincoln University.
- Responsible for democratic and effective Executive elections including by-elections.

#### **Representation**

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

- To be involved in key issues relevant to Te Awhioraki.
- Attend and report on committees, working-groups and Boards that the Tumuaki are appointed to from time-to-time to represent Lincoln University students.
- Meet with Executive Members prior to their respective committee meetings to provide advice and support.
- Actively seek and monitor a range of student perspectives on range of issues.
- Ensure feedback is captured and effectively reported through the appropriate fora.
- Support LUSA's Student Advice service with advocacy cases, as required.

#### **Operational**

Many operational responsibilities will be carried out with the support of the Executive, and not fall solely to the Tumuaki, but the Tumuaki shall oversee and ensure the adequate carrying out these, which may be in the following areas:

- Be an active contributor to the planning of the Association including preparation of budgets, policies and annual plans and refocusing of strategic priorities, if necessary.
- Events as outlined in the annual plan.
- Media - Facebook, Instagram, posters, published materials and others.
- Merchandise - assist and oversee the design and ordering of Association merchandise.
- Personnel - assist in the recruitment of key personnel and ensure the Executive are an appropriate employer.

#### **Relationship Management**

Responsible for managing and coordinating key relationships of the Association including Lincoln University, national bodies, and other student organisations.

- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups.
- Approval and coordination of any activities with Lincoln University and other external parties in collaboration with the Executive.
- Undertake some administrative tasks, including reception duties, such as sales and cash handling.
- Act as the official media liaison and spokesperson for Te Awhioraki.
- Attend Te Awhioraki and affiliated club events during the year, some which may be outside normal business hours, in support of the Executive. The employment contract will be used to ensure objectives are being met.

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- Train the Tumuaki-Elect, as well as ensuring the Tumuaki Handover document to ensure a smooth transition period.
- 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.
- Prepare any reports as required including but not limited to an annual report and reports to Council.
- Other reasonable duties, that are aligned to your skills and experience as required.

### 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. 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.*