

Te Whakaaturanga Tūranga Mahi - Position Description

Te taitara - Position Title:	Team Leader - Māori, National Assessment Facilitators
Te wāhanga - Business Unit:	Secondary Examinations
Te taumata - Grade:	M2
Te rā - Last Review Date:	February 2021

Te tirohanga whānui (Ngā mahi a NZQA) - Overview (NZQA's Role)

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

NZQA is a Te Reo Māori learning organisation.

More information can be found on our website at www.nzqa.govt.nz.

Te ratonga tūmatanui - Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āianei, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being in the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Te tirohanga wāhanga - Division Overview

The Assessment Division is responsible for:

- setting, preparing, delivering and marking external assessments for NCEA and New Zealand Scholarship (Scholarship);
- processing student entries and results, statistical analysis of and publication of results;

- liaising with schools on assessment matters, moderation of internal assessment and development of assessment support material;
- providing Best Practice Workshops on assessment and assessment systems;
- evaluation of secondary schools' application for Consent to Assess and subcontracting, and course approval for International students;
- quality assuring secondary schools and other secondary providers with Consent to Assess;
- administration of the *Code of Practice for the pastoral care of international students* in the school sector;
- records, development of assessment support material and provision of advice and support on request, for tertiary qualifications;
- developing and maintaining unit standards and New Zealand qualifications that are generic in nature; based on Mātauranga Māori, Pasifika-focussed and/or areas of Government priority;
- maintaining the national Record of Achievement for standards based qualifications.

Te tirohanga whānui ā-tari - Business Unit Overview

Secondary Examinations team members are at the interface between assessment theory and practice. They are responsible for the implementation of evidence-based research from within NZQA and outside in order that external assessments are of quality and reflect best practice. The responsibilities of the Secondary Examinations team include:

- development and production of all NCEA and New Zealand Scholarship examination papers and assessment activities;
- management of contractors; all those involved in the writing and marking of examination papers and common assessment activities, and marking of portfolios and submitted reports;
- management of Scholarship Awards process;
- provision of assessment advice for the review of standards;
- developing external assessment materials for new or significantly changed externally assessed standards.

He whakamārama - Purpose of Position

The role of a National Assessment Facilitator Team Leader - Māori is to:

- provide leadership in the Secondary Examinations team in the planning, development, implementation and review of external assessment systems, with particular focus on those relating to Te Marautanga o Aotearoa;
- ensure that the assessment for qualifications in a particular learning area(s) is highly credible and consistent;
- administer and effect the performance management of 4-6 National Assessment Facilitators (NAFs).

Te hononga tāngata - Working Relationships

Responsible to: Manager Secondary Examinations

Responsible for: National Assessment Facilitators (4-6)

Functional relationships:

Internal:

- Other Team Leaders NAFs
- Other National Assessment Facilitators

- Editors
- National Assessment Moderators
- Assessment and Moderation Facilitators
- Business Liaison Officers
- Other NZQA staff as necessary

External:

- Ministry of Education advisors
- Assessment contractors
- Ngā Kura a Iwi
- Rūnanga nui / Te Aho Matua
- Education sector representative bodies

Ngā mahi ā-ture - Delegations

This position has people and/or financial and/or statutory delegations. Please refer to the Delegation Registers (in Promapp) for full details of these responsibilities.

Ngā haepapa matua - Key Accountabilities

Team Leadership and Management

- Ensure the Team meets the objectives of the Assessment Division Business Plan.
- Manage the Team in accordance with NZQA's HR systems, policies and procedures. Manage, mentor and provide leadership for all staff within the team.
- Ensure that team members have clear guidelines regarding work plans and priorities, turnaround times, deadlines and standards that are expected to be met.
- Plan for the implementation of new tasks and / or projects, including the assessment of capacity and resource requirements.
- Identify objectives and priorities for the team.
- Manage and develop team member's performance agreements and performance reviews process in accordance with NZQA's HR policies. Establish and maintain effective systems to monitor and report on the performance of the team.
- Ensure that deliverables are achieved, milestones are met, risks are identified and minimised, and team resources are effectively managed.
- Documentation, cross-skilling and other support mechanisms are put in place to avoid creation of key person risk / single point of sensitivity.

Assessment Management

- Facilitate and manage the implementation, monitoring and review of external assessment processes and systems for delegated subject areas and portfolios.
- Initiate and provide timely advice and reports on assessment and the quality of external assessment as required. Suggest innovative solutions for assessment issues.
- Manage the monitoring of National Assessment Facilitator assessment activity.
- Ensure assessment specifications are current and appropriate.
- Ensure external assessment examinations and assessment activities produced are valid, accurate and delivered to the Operations and Logistics team within agreed timelines.
- Manage the external assessment process, including the development of profiles of expected performance, establishment of assessment panels, benchmarking and monitoring of results.
- Produce effective assessment resources where appropriate.

Contractor Management

- Facilitate and monitor the appointment, training and management of contracted assessment personnel to required positions, such as examiners, markers and assessors.
- Ensure the selection, appointment and training processes produce quality contractors by following NZQA policy.
- Facilitate and manage the review of assessment systems and processes with contracted personnel.
- Manage Contractors effectively to ensure their contracted responsibilities are completed to the standard required within agreed timelines.
- Implement succession planning to broaden and maintain pools of potential contractors.
- Ensure quality assessment resources and all requested reports are produced within agreed timelines.

Systems Development and Implementation

- Lead the Secondary Examinations team to plan, develop and deliver assessment systems and procedures.
- Lead the Secondary Examinations team to plan, develop and deliver systems for selecting, contracting, training and monitoring contracted personnel.
- Review systems and procedures annually to achieve validity and consistency in external assessment.
- Complete all delegated tasks and responsibilities in a timely and appropriate manner and according to NZQA policies.

Relationship Management

- Build and monitor productive and professional working relationships within the team and with other NZQA Business Units.
- Build and monitor productive and professional working relationships with contractors, customers and other stakeholders.
- Maintain regular communication with kura, iwi and whanau; anticipate and respond to changing needs of ākongā and whanau.
- Complete delegated correspondence.
- Manage the ongoing performance management of National Assessment Facilitators.

Ngā whāinga nui o NZQA - NZQA Priorities

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

Health, Safety & Wellbeing

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.
- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

Privacy & Security

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.

- Maintaining a 'clear desk' in accordance with policy.

Knowledge / Records Management

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

Ngā pūmanawa tāngata - Person Specification

Knowledge, Skills and Experience (including Technical Competencies)

Essential:

- Sound knowledge and understanding of the education sector.
- Comprehensive overview of current national educational policies including those related to qualifications and assessment.
- Sound understanding of principles associated with teaching, learning, and assessment, and of Te Marautanga o Aotearoa.
- Fluency in te reo Māori.
- Ability to provide advice and leadership and achieve credibility in assessment at the national level.
- Ability to manage the performance of contractors effectively.
- Ability to manage time effectively.
- Strong customer focus.
- Strong commitment to ākongā, whānau and iwi.
- Proven ability to :
 - work proactively in an ambiguous and quickly changing environment,
 - innovate and deliver,
 - communicate effectively with stakeholders,
 - be self-motivated and assertive,
 - use political acumen,
 - work in a team environment.
- Awareness and commitment to the principles of the Treaty of Waitangi and equity principles.
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Qualifications

Qualification at level 7 of the New Zealand Qualifications Framework is required.

Ngā herenga atu o te tūranga mahi - Other Requirements

Occasional domestic travel may be required to discharge the responsibilities for the position.

A New Zealand driver's licence would be advantageous.

Te whanake pūkenga - Development Competencies

NZQA has the following Management and Leadership Competencies for the purpose of development planning:

Client responsiveness - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

Leading and developing people and teams – Understanding people and teams and creating a culture where they can be the best they can.

Self awareness – Understanding own strengths and weaknesses, being open to feedback, and acting with honesty and integrity.

Technical expertise – Technical specialist knowledge that enables high quality results.

Intellectual drive – Applying experience, wisdom and judgement to think through problems or issues that involve varied levels of complexity, ambiguity and risk to achieve the most appropriate outcomes.

Getting required results – Managing people and other resources consistent with NZQA's values, corporate policies and delegations to achieve the required results.

Influencing for outcomes – Building quality relationships and alliance to advance the objectives of NZQA.

Leading and enabling change – Identifying opportunities for improvement, leading change and engaging others to make their transition.

Ngā mahi whāiti o te tūranga mahi - Job Description Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.