

Poari o Te Pūkenga Work Based Learning Limited

Whakamāramatanga Tūnga Mahi | Position Description

Position title	Head of Digital
Reports to	Tumu Whakarae Chief Executive
Duration	Fixed Term to 31 July 2023
Location	Flexible

Aronga Roa | Our Vision

He akoranga whaihua – kia waihanga i te ao o āpōpō Learning with purpose, creating our futures.

Aronga Nui | Our Purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Aronga Mātauranga | Our Educational Priorities

We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

Role Description

Kaupapa | Purpose

Reporting to the Chief Executive, Work Based Learning, the Head of Digital is tasked with the assessment of all business division legacy systems to determine overlaps, opportunities to consolidate and assess the risks, costs and opportunities of new strategy. Success in this role will provide a strategic pathway to more effective use of technology, and ultimately to interact not only with the WBL Business Division systems but to find efficiencies and connectivity with Te Pūkenga and any external systems, as required.

Ngā Mahi | Do

- Represents WBL in Te Pūkenga workshops, communities of practice and any other activities relevant to this role
- Oversees contract negotiation with IT vendors, contracts and service providers as required
- Provides insights to the Chief Executive regarding costs, value and the risk potential of any IT initiatives
- Aligns all activities to Te Pūkenga policies and frameworks including Te Pae Tawhiti (Te Tiriti Excellence framework).

- Provides leadership and expertise in large scale transformational activities
- Work in alignment with, and contributes significantly to, the Te Pūkenga Information Systems Strategic Plan.
- Upholds Māori Data Sovereignty to the inherent rights and interests that Māori have in relation to the collection, ownership, and application of Māori data

Pūkenga | Have

- Proven experience leading large scale organisational transformation projects.
- Experience in developing IT strategy and in senior leadership roles.
- Up to date with current and emerging technologies and IT innovations.
- Understanding of embedding Te Tiriti best practice principles into change projects including a working relationship with relevant Māori advisory leads.
- Strong relationship management skills at all levels of staff and stakeholders / partners, including confidence in facilitating and presenting to Boards, senior leadership, and other groups
- Strong strategic and analytical skills, and proven application of these to achieve strong performance
- Highly desirable is an extensive WBL and vocational education knowledge with clarity on the workings of WBL and Te Pūkenga

Waiaro | Be

- Confident at building relationships across all levels of Te Pūkenga, the Tertiary Education Commission, New Zealand Qualifications Authority, and the Ministry of Education
- Confident at working with Te Tiriti partners to ensure that the WBL can create culture which is reflective of Te Pūkenga's commitment to Te Tiriti
- A motivating leader highly capable of collaborating with diverse stakeholder groups to deliver effective and innovative solutions
- Skilled at strategic planning and goal setting.
- A confident, values-based leader with a good sense of humour, care and consideration for the resilience and well-being of themselves and others
- Highly self-motivated and results-focused, with a pragmatic and positive attitude. Happy to work autonomously, confident in ability to deliver high quality
- A skilled communicator with the ability to deconstruct and communicate complex problems into practical segments while simultaneously retaining the ability to stand-back and present the 'bigger picture
- Highly collaborative and welcoming of diversity of thought and contributions from others, especially to provide for equitable opportunities.