



Tūranga Mahi / Position Description:

Kaea Mātauranga / Education Co-ordinator

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.



TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Kaea Mātauranga o Te Whare Taonga – Museum Education Coordinator
RANGATIRA - REPORTS TO:	Kaiurungi Mātauranga Education Lead – Rotorua Museum Te Whare Taonga o Te Arawa
KĀHUI - GROUP:	Community Experience – Museum & Heritage
TAUNGA MAHI - LOCATION:	Te Aka Mauri – Rotorua Library Rotorua Museum Te Whare Taonga o Te Arawa
PŪTAKE - POSITION PURPOSE:	To plan, prepare, promote, deliver and evaluate Rotorua Museum education services including delivery of Enhancing Local Curriculum (ELC) programmes for the Ministry of Education contract and other educational services for the Museum and wider RLC as required.
NGĀ WHAKARITENGA - DELEGATIONS	No direct reports
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	- Mayor and Elected Members - Te Tatau o Te Arawa - CE's Group - Manahautū Te Arawa Partnership - Destination Development - Organisational Performance & Innovation - Infrastructure & Assets - Chief Financial Officer - People & Culture - Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	- Council stakeholders - Contracted service providers - Technical professionals in your field - Consultants and Contractors - Auditors - Mana whenua - Neighbouring local authorities - Mayor and Elected Counsellors - Local Government New Zealand (LGNZ) - Media and professional groups - Regional Council - Chamber of Commerce - Te Arawa Entities - Rotorua Community & Partnership - Police - Māori Wardens - Neighbourhood support

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	- Facilitating and delivering curriculum-based learning at the museum, library and other venues through the presentation of programmes, teaching groups, and management of visiting groups - Contributing to the planning, development and implementation of curriculum-linked programmes and tailored lessons utilising the unique museum resources available - Contributing to the planning, development and implementation of educational resources for use by visiting school and learning groups - Contributing to the planning of promotional material for Museum education services and distributing to schools and other learning organisations - Liaising with teachers in preparation for class visits - Compliance with all RLC policies and procedures, as well any specific policies and procedures for Rotorua Museum and its education services <i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
--	--

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required - A formal teaching qualification Desirable - New Zealand Teacher Registration is advantageous - Fluency in te reo Māori, with the ability to develop and deliver Museum education programmes in both te reo Māori and English, is highly desirable
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	- Demonstrated experience teaching in te reo Māori, for school-age and/or pre-school children - Experience with Mātauranga Māori and Te Ao Māori - Up to date knowledge of the New Zealand Curriculum and Te Marautanga Aotearoa - Excellent communication skills, and the ability to present concepts and interpret museum objects and collections to all learner ages - Proven ability to work as part of an inspirational team - Well-developed interpersonal and relationship engagement skills - A history of being a high performer who consistently delivers agreed performance outcomes and outputs - An ability to actively facilitate cross-organisational and cross-functional services and collaboration in a matrix structure - Strong demonstration of a customer-focused, solutions-based approach - Proactive engagement and acceptance of accountability and problem solving

NGĀ MĀTĀPONO: VALUES	Tai Kawenga – The Flowing Tide Tai means tide or current Kawenga refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. Purpose Speaks to why we exist and it is expressed through three ideas that reflect our vision 😊 Customer focused 🤝 Community driven 🧡 People at the heart Promise 🤝 What we commit to delivering, every day Practices 😊 How we behave Principles ✨ The values we believe in and stand by: Stronger together - Lead with integrity - Challenge and innovate - Steward our future
--	---