

Tertiary Education Funding Advisor – Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

The Tertiary Education Funding Advisor is responsible for working with the New Zealand Qualifications Authority (NZQA) and Tertiary Education Commission (TEC) to secure and maintain funding for Playcentre Education adult programmes. This position will ensure all NZQA and TEC requirements are met in regard to reporting of funding received and that effective Student Management System (SMS) practices are maintained.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa and. You may be required to undertake additional responsibilities for which you are suitably experienced and that you could reasonably be expected to perform.

Place of Work

National Service Centre or from home with the flexibility to travel as required

Reporting

The Tertiary Education Funding Advisor reports to the Education Lead

Direct Reports

- nil

Key Relationships

- Pedagogical Lead



“Whānau tupu ngātahi – families growing together”

- Chief Financial Officer
- Playcentre Education team
- New Zealand Qualifications Authority (NZQA)
- Tertiary Education Commission (TEC)

Key accountabilities	
Role Specific	<ul style="list-style-type: none"> • Support the Pedagogical Lead and Education Lead with the development and implementation of Playcentre Education strategic and annual planning. • Support the Pedagogical Lead and Education Lead with the development and monitoring of the TEC Investment Plan and participate in TEC monitoring and engagement process. • Work alongside the Pedagogical Lead and Education Lead to monitor financial viability. • Support annual funding agreement negotiations and approval. • Receive funding deposit advice from TEC and monitor the receipt of TEC funding. • Submit Single Data Return for Student component funding as required. • Oversee the annual RS18 Staff Return. • Collate Playcentre Education statistics annually in collaboration with the Education Lead. • Inform Playcentre Aotearoa of student management system requirements. • Maintain Playcentre Education SMS security and backup for SMS data. • Maintain SMS to meet the requirements of MoE tertiary reporting including applying SMS software updates and NSI change notifications. • Provide student data systems management support and guidance to Playcentre Aotearoa. • Maintain associated auditable student enrolment and completion records required for funding. • Work closely with the Education Team re to ensure compliance with NZQA requirements, student data, course requirements, credit transfer, RPL, as required. • Monitor developments in the tertiary education sector, advise the organization as required on implications and make appropriate changes as required/agreed. • Act as the authorizer for Playcentre Education to the Education Sector Authentication and Authorisation (ESAA) to maintain Playcentre Education access to required education systems. • Monitor and adapt systems to meet TEC and Playcentre Aotearoa requirements.

	<ul style="list-style-type: none"> • Attend and provide information to Education Team meetings, and other Playcentre Aotearoa meetings as requested. • Monitor and report developments in the Tertiary education sector that may impact on Playcentre education funding. • Contribute to discussion and documents as required to assist decision making processes of Playcentre Aotearoa. • Maintain relationships and communications with relevant stakeholders.
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. • Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.
Communication with influence	<ul style="list-style-type: none"> • Earns respect through competence in role and acting with honesty and integrity. • Solution focused. • Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs of the centres.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide expert and valued advice to support stakeholders (internal and external) and build trust • Draw on own knowledge and expertise to provide relevant advice to stakeholders
Delivering results	<ul style="list-style-type: none"> • Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results. • Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification

Skills and Attributes

- Knowledge of TEC regulations and processes and experience with compliance reporting.
- Knowledge of and experience working with NZQA regulations.
- Experience with databases, Student Management Systems (SMS) and preferably SELMA
- High attention to detail and ability to analyse statistics.
- Experience with financial reporting and budgeting.
- Enjoys working collaboratively with a 'can do' attitude.
- Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders.
- Excellent communication skills, both oral and written.
- Recognises the "big picture" in issues while also attending to detail.
- Organised – excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Proficient in use of Microsoft Suite and Technology
- Motivated and results orientated.
- Positive attitude with proven customer focus.
- Committed to Playcentre philosophy and values.