



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Education Consultant
<b>ORGANISATION:</b>	Ngati Whakaue Education Endowment Trust Board
<b>REPORTS TO:</b>	Education subcommittee Chair through Board Secretary
<b>CONTRACT TERM:</b>	27 <sup>th</sup> January 2021 to 16 December 2021 Training from (to be determined depending on appointee's circumstances)
<b>JOB TYPE:</b>	Independent Contractor
<b>REMUNERATION:</b>	Hourly rate: (to be confirmed) Maximum hours 2021 - 1266 hours Travel within Rotorua Education District

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### **PURPOSE**

To monitor and evaluate the Board's project and grant initiatives as required including the 2021 numeracy and literary project grants to schools to ensure effective implementation of the Board's project policy as attached.

### **KEY RELATIONSHIPS**

#### Internally

Must be able to work closely with the education subcommittee and maintain a good working relationship with other Board advisors/contractors.

#### Externally

Must maintain close working relationships with school principals and their project representatives.

### **CONSULTANTS RESPONSIBILITIES:**

- To monitor and evaluate the Boards project and grant initiatives as required including the 2021 numeracy and literacy project grants to school to ensure effective implementation of the Board's project policy including:-
  1. Attending to all issues arising from schools in relation to their projects.
  2. Review end of year milestone reports for 2020 project grants provided

- by the schools in conjunction with the Incumbent.
3. Provide a written report to the Education Subcommittee on milestone reports and make recommendations on payment of future instalments.
  4. Review 2021 project applications as received and recommend projects for approval/declining in accordance with policy and budget provisions.
  5. Work with Rotorua Energy Trust grants co-ordinator in accordance with the JV Agreement dated 10th September 2018.
  6. Liaise with Rotorua Museum.
  7. Focus on outcomes – that schools are doing the right thing with NWEF money.
  8. Oversee Maths Whizz programme at Rotorua Primary School (or others).
- To advise and report to the Board on other education initiatives and support key relationships joint venture parties and sponsors
  - Provide a written monthly report to the Education Subcommittee on all activities including hours of work
  - Timesheets to be provided to the Secretary as per current practice.
  - Attend monthly Education Sub-Committee meetings and report on projects and other matters
  - Review with the Education Sub-Committee current Board education grant policies and assist with any new policies as required
  - Compile research and analysis on the projects data
  - Make recommendations on future funding directions
  - Liaise with Ministry of Education as appropriate
  - Liaise with the Ngati Whakaue Education Taumata and monitor their project grants as appropriate

#### **KEY PERFORMANCE INDICATORS FOR CONSULTANT WILL COMPRISE**

1. Reports (to Monty Morrison and Violet Pelham)
  - timeliness
  - completeness
  - researched and informative
  - recommendations
2. Attendance
  - subcommittees
  - schools
  - presentations
3. Financial
  - operate within budget

#### **QUALIFICATIONS AND EXPERIENCE**

This position requires a person qualified and experienced in the education sector who has strong knowledge and skills in all areas of:

1. Organisation
2. Planning
3. Communication
4. Implementation
5. Assessment
6. Reporting
7. Evaluation

### **COMPETENCIES**

- Computer skills & knowledge necessary to perform principle duties
- Works efficiently, effectively, accurately and independently.
- Plans and meet deadlines
- Uses initiative
- Strong Communication skills
- Methodical and organized
- Projects a positive image of the Board
- Committed to Ngati Whakaue Kaupapa
- Sound Knowledge of Te Reo Maori
- Must have an empathy for Maori Students learning needs and under achievers

Applicants must have own vehicle and clean drivers license. Applicants will be subject to mandatory police checks.

### **APPLICATION PROCESS**

Applicants must provide a full CV and covering letter stating why they are the best person for this position. Contacts for 3 referees must be provided.

Applications should be emailed to the Board through (Helen Patchell) [hpatchell@deloitte.co.nz](mailto:hpatchell@deloitte.co.nz) before the closing date of **4pm Friday 28 August 2020**.

If applicants have queries about this position they may contact Jackie Woodland on (07) 0274768220 or email [edconsultant@ngatiwhakaue-eetb.org.nz](mailto:edconsultant@ngatiwhakaue-eetb.org.nz)