



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Regional Assistive Technology Coordinator

Business Group	Te Mahau takiwā
Location	Regionally Based
Salary band	A8

#### Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i 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, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

#### To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga  
We shape an education system that delivers excellent and equitable outcomes*

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

#### Tēnei Tūranga | About the role

The role of the Regional Assistive Technology Coordinator is to support and lead high quality evidence-based specialist services associated with assistive technology. They have responsibility for professional practice and oversight of equipment, funding and allocation processes across the tākiwa | regions.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Regional Assistive Technology Coordinator, you will:

##### Specialist AT leadership

- Provide strategic thinking, planning and direction for integrated assistive technology services in partnership with national and regional management teams, field staff and stakeholders.
- Work closely with national and regional technology coordinators and the Centre for assistive technology (CAT) advisor as part of the assistive technology leadership group to provide an effective and nationally consistent assistive technology service.
- Contribute to the development of best practice, new ways of working and the development of new tools, methodologies, and approaches to assistive technologies at a regional and national level.
- Provide specialist advice and information to regional management teams and field staff about assistive technology to support, develop and guide practice.
- Provide leadership in related sector and interagency work.

##### Regional professional practice

- Provide professional practice support for assistive technology throughout the tākiwa | regions.
- Develop and maintain an overview of practice quality in the regions and identify and resolve current operational issues.
- Participate within the practice network to provide ongoing development and delivery of up-to-date and relevant practice guidelines, resources and professional development that addresses the identified practice issues.
- Actively promote quality practice that includes Māori and Pasifika perspectives and aligns with national frameworks.
- Provide information to regional management teams on consistency and effectiveness of practice in their area, including identifying risks and proposing solutions.
- Identify and share examples of effective practice using assistive technology.
- Maintain strong relationships in the wider education sector and with other providers to develop assistive technology capability throughout the tākiwa | regions.

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### Equipment allocation processes

- Coordinate the tākiwa |regions assistive technology allocation and funding systems in liaison with the national and other regional assistive technology coordinators.
- Allocate equipment to ākonga | students with additional learning needs in the tākiwa | regions (in line with national guidelines).
- Lead the regional moderation team and manage all regional moderation systems.

### Workforce development

- Collaborate with regional teams to support human resource development relating to assistive technology as required.
- Contribute to the development of resources and training packages in consultation with regional management teams, and the national assistive technology leadership group.

### Advice

- Provide readily accessible quality advice and assistance about practice issues and the evidence base to Ministry staff and managers, as well as other groups working in related areas.
- Promote and contribute to the development of evidence-based practice in assistive technology.

### Disseminating information

- Keep up to date with current literature, thinking and be aware of emerging trends and development both in NZ and overseas.
- Ensure information is disseminated to Ministry staff, the sector and other interested groups.
- Coordinate workshops and presentations throughout the tākiwa | region on identified topics related to assistive technology as required.

## Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of the impact of legislation and regulations on the Ministry's operations including compliance matters, and the ability to provide quality advice, and guidance on the implications of legislation and regulations.
- Understanding of the process of Government policy.
- Understanding of the Treaty of Waitangi, and its implications for the work of the Ministry of Education especially in matters relating to Māori development and the partnership values that flow from the Treaty.
- Experience in engagement with Pacific groups and communities.
- Experience in using project management techniques and methodologies.
- Ability to lead practice development including demonstrated ability to manage and implement initiatives and achieve positive results in pursuit of the organisational direction.
- Preferred to have an advanced level of skill and knowledge in assistive technology
- High level of technical proficiency in managing databases, spreadsheets and analysis of data.

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### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Experience in providing professional leadership to a team, building capability internally and externally, and coordinating the activities of others.
- Solution focused and problem solver – strategic and creative thinking, focus on Māori potential and supporting real and sustainable change.
- Ability to understand policy intent and identify the implications for implementation.
- Demonstrated ability to manage relationships to achieve desired outcomes.
- Demonstrated ability to understand linkages with initiatives within and outside their area of work.

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing

### Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.



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## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	April 2024
Approved By	HR Advisory Team