



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Assistive Technology Coordinator

Business Group	Te Mahau   Takiwā
Location	Regionally based
Salary band	NZEI Collective

### 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 āianei, 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 Assistive Technology Coordinator is to enable students with additional learning needs to get the right tools and assistive technology that they require. The role supports schools to make assistive technology applications and facilitates local assistive technology moderation processes and procedures.

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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 Assistive Technology Coordinator, you will:

Enable the students with additional learning needs to get the right tools at the right time, by:

- Supporting schools to make Assistive Technology (AT) applications for students with additional learning needs.
- Supporting field staff, school teams and other specialists to be familiar and confident with AT processes and procedures.
- Facilitating local AT moderation processes and procedures and contributing to inter-regional AT moderation decisions.
- Provide advice and guidance on The Ministry's AT application process to The Ministry field staff; school staff, and staff from other agencies e.g., Resource Teachers of Vision; Resource Teachers of Deaf Children and Resource Teachers of Learning and Behaviour.
- Provide information about The Ministry's AT policies and processes via workshops, one to one consultation, and team meetings.
- Provide advice and guidance to the student's support team (school staff and other specialists) as part of a collaborative approach in the assessment of the student's need for AT and to ensure technology is matched to appropriate learning objectives.
- Manage a local Ministry equipment trial pool to support AT applications for students who are receiving learning support services.
- Consult with the Regional Assistive Technology Coordinator when the purchase of new trial equipment is required e.g., when specialised technology is required for trial.
- Actively participate in AT moderation process:
  - At a local level, the Assistive Technology Coordinator receives and reviews AT applications submitted for moderation, to ensure they meet required standards.
  - At a regional level, the Assistive Technology Coordinator participates in their Region's monthly moderation meetings.
- Maintain and develop ongoing standards of knowledge, skills and practice through meetings and professional development opportunities.
- Keep up to date with current literature and thinking and be aware of emerging trends and development both in NZ and overseas.



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### Wheako | Experience

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

- Experience in a complex organisation e.g. databases, spreadsheets and analysis of data.
- Experience in building relationships and partnerships to achieve shared successful 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.
- High level of skill and knowledge in educational assistive technology products and use.

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## Ngā Āheinga | Capabilities

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

- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- 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.
- 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	February 2025
Approved By	HR Advisory Team