

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title <i>Te tūraka mahi</i> : Residential Assistant (RA)	Area <i>Te Tari</i> : Te Pā Taurira
Reports to (title) <i>Ka whakaratatia e</i> : Community Manager and Village Manager	SP10 placement : \$26.00/hour

Primary purpose *Te take matua*

To provide live-in support to Te Pā Taurira residents, and engage, mentor and support residents in their study, and as they transition into the tertiary education environment.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Provide proactive and reactive pastoral care to residents	<ul style="list-style-type: none"> High levels of pastoral care is provided to residents, including conducting welfare checks, responding to requests from residents, liaising with residents about academic support requirements, and generally ensuring high quality trusting relationships are developed and maintained with residents. Assistance is provided to residents and guests when incidents occur, as required. Events and activities are delivered to residents as requested by the Community Manager/Village Manager/Evening Duty Manager/Community Co-ordinator. Educational and recreational activities are organised and promoted that foster social, emotional, spiritual, cultural, sporting and intellectual growth of residents. Contribute positively to the life of Te Pā Taurira, ensuring it offers a range of quality services to residents and continuous improvement is fostered. Provide liaison and referral for students to other Otago Polytechnic services such as Learner Support or Student Health, and external providers as necessary. Monitor community by conducting regular “rounds” and intervening as required to support community wellbeing.
Other	<ul style="list-style-type: none"> Attend and participate in monthly supervision sessions with Student Success Team Administrative duties (eg shift reports, mail, dining hall support) Inform senior team of maintenance requests Any other reasonable request from Formal Leaders
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> Fair treatment in the workplace is delivered and observed

Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> Achievement of a healthy and safe work and learning environment New and existing hazards will be pro-actively identified and managed Incidents, accidents and occupational illnesses immediately reported Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate Otago Polytechnic Te Pūkenga's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Organisational values are demonstrated at all time
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Other Te Pā Taura kaimahi	Collegial support and advice, work distribution, peer discussions in a self-managing team environment. Work in partnership with others.
Te Pā Taura residents	Key relationship - Provision of pastoral care
Village Manager, Community Manager, Evening Duty Manager, Community Co-ordinator	Formal leadership – provision of information and instruction.

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- Sales/revenue:** Nil
- Budget:** Nil
- Number of employees reporting directly:** Nil

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Must be currently enrolled as a Tertiary Student, in year 2 or above.
- Experience living in a hall of residence environment.
- Experience running small and large events is desirable
- Experience working as part of a team to deliver team projects and goals

Personal Attributes *Kā Āhutatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure and in potential stressful situations
- Flexible, responsive and customer orientated manner
- Excellent communication skills, both written and verbal
- Trustworthy, discreet, empathetic and mature
- Resilient
- Ability to remain calm and level headed in difficult/emergency situations and follow appropriate procedures
- Initiative, enthusiasm and a positive attitude
- Demonstrated leadership skills within a community group
- A people-person, and an ability to develop and maintain effective relationships

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.