# Senior Education Specialist (Culture & Heritage)

## National Library, Information and Knowledge Services

The Senior Education Specialist (Culture and Heritage) is responsible for providing deep specialist knowledge and expertise in developing and delivering teaching and learning resources and experiences which will engage educators and learners with the stories of the [three founding documents](http://1840.dia.govt.nz/resources/travel/how-book-travel) which help shape Aotearoa New Zealand.

The Senior Specialist will ensure that He Tohu Tāmaki is an inspiring learning environment, which brings to life for teachers and students the history and meaning of the documents, the events they symbolise, and how they influence current and future events in Aotearoa New Zealand.

The Senior Specialist will build relationships in the education, culture and heritage, and library sectors working with mana whenua to promote the use and development of the He Tohu Tāmaki learning environment.

More information about the He Tohu Tāmaki learning environment located at the National Library in Auckland’s Services to Schools centre can be found here <https://natlib.govt.nz/he-tohu/about/he-tohu-tamaki> and here <https://natlib.govt.nz/he-tohu/learning/he-tohu-teaching-and-learning-resources/he-tohu-learning-activities>. More information about the work of Services to Schools can be found here <https://natlib.govt.nz/schools>

* Reporting to: National Manager, Capability Services for Schools

Location: National Library Auckland

* Salary range: Information Management, band I

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it’s all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| We’re stronger together * Work as a team
* Value each other
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| We take pride in what we do * Make a positive difference
* Strive for excellence
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Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

| What you will do to contribute | As a result we will see |
| --- | --- |
| **Service and Programme Design*** Contribute in-depth knowledge of pedagogy, curriculum development and specialist subject knowledge to the development of effective learning experiences to connect young people with their culture and heritage
* Develop and produce content, tools and resources to support the delivery of He Tohu Tāmaki in collaboration with Services to Schools online team
* Contribute specialist knowledge and expertise to development of relevant professional learning and development programmes for educators
* The ability to create inspiring learning experiences for young people
 | * The National Library’s Services to Schools is recognised as providing high quality learning experiences and professional development for learners and educators at He Tohu Tāmaki
* Learning experiences meet the needs of learners in Tāmaki
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| **Programme Development and Facilitation*** Develop and deliver learning experiences for tamariki which will engage them with themes and topics relating to the He Tohu documents and aligned with the New Zealand Curriculum
* Lead the development of resources to support He Tohu learning experiences for schools in collaboration with Services to Schools online team, Auckland staff and the Public Experience team who support the He Tohu exhibition in Wellington
* Develop and lead facilitation of professional learning programmes which will develop the confidence and capability of educators to engage their learners with themes and topics relating to the He Tohu documents and aligned to the New Zealand Curriculum
 | * Learning experiences reflect the principles and values of the New Zealand Curriculum and support the development of key competencies
* High quality resources to support learners are developed and are easily accessible
* Professional Development programmes and learning experiences are delivered to a high professional standard and receive positive evaluation from attendees
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| **Building effective relationships*** Facilitate the establishment of partnership approaches around the development of He Tohu learning experiences and resources
* Work in close collaboration with other Services to Schools staff and keep up to date with developments across all Services to Schools strategic priorities
* Build strong relationships with targeted schools and communities to encourage them to visit and use the He Tohu Tāmaki learning experience
* Develop and maintain a current broad knowledge base across the education, culture and heritage and library sectors
* Retain and build relationships with mana whenua so that local stories relating to the documents can be told
 | * Positive and productive internal and external relationships are evident
* Collaborative and partnership approaches are developed and sustained to achieve impact
* Relationships with education, culture and heritage and library sectors are developed and maintained to enhance the outcome of the He Tohu Tāmaki learning experience
* Mana whenua are engaged in the on-going development of the He Tohu Tāmaki programme
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| **Lifting Performance*** Contribute to strengthening the effectiveness of national cross-sector collaboration in connecting young people with their culture and heritage
* Contribute specialist knowledge of pedagogy and curriculum development to enhance programme delivery in collaboration with Services to Schools Capability Facilitators
* Contribute to the development of online teaching and learning resources and services in collaboration with Services to Schools online team and other National Library colleagues with a lens on culture and heritage
* Actively work to find innovative approaches to learning experience development and facilitation
 | * Seen as a high performing, highly engaged and innovative team member that delivers great results
* Positive contribution is made in achieving successful national collaborations with education, culture and heritage and library sector
* The learning experiences and professional development programmes provided receive wide recognition for the quality and contribution they make to our culture and heritage
* Services to Schools staff knowledge and skills are evident in the resources and learning experiences offered
* High quality learning resources and experiences are developed and made accessible
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| **Building Capability*** Provide insights and expertise for ongoing evaluation of He Tohu Tāmaki, working with others to identify opportunities for development both locally and nationally
* Provision of thought leadership and strategic advice within the specialist area to support to the Services to Schools leadership team
* Representation and advocacy for Services to Schools in key forums within the sector
* Build and maintain an in-depth knowledge of theory, research and practice relevant to service development
* With a lens on He Tohu assist in building capability internally and externally for the delivery of learning resources and experiences that connect learners to New Zealand’s culture and heritage
* Work with teams across Services to Schools and the National Library to build strong connections to and alignment with our wider services.
 | * Provision of high quality information to inform business decision and development of He Tohu learning resources and experiences
* Advice and support provided is regarded highly and influences directions
* Is sought after as an advocate for He Tohu Tāmaki at key events, workshops and conferences.
* Evidence of impact in lifting team knowledge and understanding of He Tohu and New Zealand’s culture and heritage
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| **Health and safety (for self)*** Take responsibility for keeping self-free from harm
* Follow safe working procedures
* Report incidents and hazards promptly and suggest remedies where appropriate
* Know what to do in the event of an emergency
* Co-operate in implementing rehabilitation plan
 | * Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Services to Schools Managers, Team Leaders, Senior Specialists and staff | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Services to Schools Poutiaki Rauemi | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Services to Schools Online Services Team | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Services to Schools Capability Facilitators  | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Services to Schools Auckland Centre Team | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Public Experience staff in Wellington  | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| National Library, IKS and DIA managers and staff  | ✓ | ✓ | ✓ | ✓ |  |  |
| External | Stakeholders including: Mana whenua, education, culture and heritage, libraries, and relevant agencies and organisations  | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Customers (educators and learners) | ✓ | ✓ | ✓ | ✓ |  | ✓ |

| Your delegations  |
| --- |
| Human Resources and financial delegations | 0 |
| Direct reports | 0 |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Specialist_v7/%24file/DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Problem solving
* Critical thinking
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * Demonstrated successful experience in developing resources and delivering learning experiences and professional development programmes working with educators, children and young people
* Working in a programme development and delivery role in one or more of the following agencies and/or sector groups: education, culture and heritage, libraries
* Experienced in, or the ability and willingness to learn and understand tikanga and Te Reo Māori
* Experience in, or the ability and willingness to build successful partnerships with mana whenua
* Ability to draw on networks and identify wider education trends, including in Māori education, to contribute to delivering learning experiences relating to the He Tohu documents

**Knowledge:*** Knowledge of New Zealand Curriculum, learning environments, schooling systems and structures, including those supporting Māori and Pasifika learners
* Demonstrated knowledge and understanding of directions and developments in the New Zealand schooling sector, including Kura and Wharekura schools
* Knowledge of pedagogy and programme development approaches to support inquiry learning and develop confidence and capability of educators
* Knowledge of trends and developments in education, culture and heritage and library sectors

**Skills:*** Ability to inspire and engage educators and young people
* Excellent written and verbal communication skills in an education context
* Well-developed facilitation and communication skills, working with students and teachers in a range of settings
* Ability to advocate and promote He Tohu Tāmaki to the education sector
* Strong evaluation and reporting skills
* Excellent resource development, planning, production, and project management skills
* Proven relationship management skills working with key stakeholders including mana whenua
* Self-motivated, with problem solving and decision-making skills.

**Other requirements:*** Tertiary qualification in education or teaching and relevant experience in learning programme development
* Familiar with supporting technology tools to enhance learning i.e. virtual reality, audio visual resources, and mobile apps
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