



## Position description

### Kaiāwhina Rangahau / Research Assistant

#### Te Rautaki a NZCER 2017–2021

Mā te mātauranga e taea ai e ia ākonga o Aotearoa te kite i ō rātou pūmanawa kia ea ai ō rātou wawata.

#### Tō mātou kaupapa

Ka whakaawe te ao mātauranga e NZCER. Ko mātou ngā kaiarataki i te mahi rangahau, i te whanaketanga o ngā rākau āwhina me te tuku ratonga e kōkiri ana i ngā akoranga tōtika kia puta mai ai ngā hua tōtika i ngā mahi kaupapa here me ngā wāhi mahi.

I whakatūria te NZCER i te tau 1934. E tū motuhake ana a NZCER hei whare rangahau, hei whare whakawhanake i raro i tāna ake ture. Ko ngā mātāpono o te Tiriti o Waitangi te tūāpapa o ā mātou mahi, mā konā e hāpaitia ai te mana Māori i roto i ā mātou kaupapa mahi, i ngā hononga me ngā tikanga mahi.

Ka tōia mai ngā mātauranga o mua, ka kuhu atu hoki mātou ki ngā mahi mātauranga o nāianei, hei tārai i te ao mātauranga o āpōpō. Kei raro i te Ture o NZCER 1972, kei te kawē, kei te tuku atu hoki mātou i ngā momo rangahau mō te ao mātauranga. E tū motuhake ana mātou ki te tāpae pārongo, ki te tuku whakaaro me ngā momo ratonga āwhina ki te iwi whānui.

#### NZCER Strategy 2017–2021

Education in Aotearoa New Zealand should enable every learner to discover their potential and realise their aspirations.

#### Our purpose

NZCER inspires education. We play a leading role in research, developing tools, and providing services that drive effective learning and positive change in policy and practice.

Established in 1934, NZCER is an independent research and development organisation, operating under its own legislation. We use the principles of the Treaty of Waitangi as the founding document of Aotearoa to help us uphold mana Māori in our work, relationships, and ways of working.

We draw on a rich heritage of, and play an active part in, shaping the future of education. The NZCER Act 1972 provides us with a mandate to carry out and disseminate education research, and provide independent information, advice, and assistance.

### **Ō mātou uara**

Mā ēnei uara, ā mātou mahitahi ki ētahi atu, ō mātou whanonga me ō mātou whakataunga e arataki.

### **Te tū motuhake**

Nā ngā taunakitanga tōtika e hāngai ana, e whai mana ana ā mātou kōrero.

### **Te mahi ngātahi**

Ka mahi ngātahi mātou ki ngā rōpū whai pūkenga kē, kia tino whai hua ngā mahi.

### **Te auahatanga**

Mā ā mātou rangahau, ā mātou rākau āwhina me ā mātou ratonga te ao mātauranga o āpōpō e tārai.

### **Te ngākau pono**

Nā ō mātou pūkenga me ō mātou mātāpono tōtika e tutuki ai ā mātou kaupapa i te wā tika, i roto hoki i te ngākau pono.

### **Our values**

Our values guide how we work with others, our behaviours, and decision making.

### **Independence**

We use robust evidence to speak with confidence and authority.

### **Collaboration**

We work with complementary expertise to achieve greater impact.

### **Innovation**

Our research, tools, and services help shape the future of learning and education.

### **Integrity**

We use our expertise and strong ethical principles to deliver work that is timely and trusted.

## **Purpose of job**

The Kaiāwhina Rangahau / Research Assistant will contribute towards NZCER's research and development work, while developing their own new knowledge and research skills. They will provide support to project leaders and the wider Research and Development Group and Te Wāhanga team. This position has been created for a fixed-term of 1 year to provide research support within contracted projects.

## **Key tasks and responsibilities**

### **1. Research**

- Assist with the management and administration of research and development projects.
- Assist with inviting educational, professional and industry organisations and employers, and people to participate in research projects.
- Assist with gathering data, data analysis and interpretation of research data (both quantitative and qualitative).
- Assist with conducting and transcribing interviews in English and Māori.
- Assist with testing and trialling instruments, tools, and resources.
- Assist, if required, with curriculum, and assessment resource development.
- Conduct literature scans and reviews.
- Contribute to the preparation of research reports.
- Participate in research group activities, share relevant knowledge, and contribute to organisation-wide working groups as required.
- Utilise and create opportunities to develop expertise as a researcher.
- Work productively with others in flexible project teams within the organisation and in collaboration with other organisations.
- Commit to continuous improvement of research methodologies/processes including identifying and utilising new technologies where appropriate.

### **2. Other duties**

- Other required tasks as agreed.

### **3. Health and Safety**

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given by NZCER (the Person Conducting a Business or Undertaking) to allow NZCER to comply with the law.
- Comply with any reasonable policy or procedure of NZCER relating to health or safety at the workplace.

## Experience, knowledge, and skills

- Relevant under-graduate qualification, including some papers focused on qualitative and/or quantitative research.
- Critical thinking, statistical and analytic skills.
- Strong written, verbal, and listening skills.
- Able to understand, speak, read and write te reo Māori well, or very well.
- Interest in education (including Māori education, and professional and industry education), and in related social sector issues.
- Interest in the contribution of research to current and future practice and policy.
- Interest in Adult Learning and apprenticeship, kaupapa Māori research and Māori language revitalisation in Aotearoa New Zealand.
- Knowledge and understanding of English- and Māori-medium education, and professional and industry education in Aotearoa New Zealand.
- Strong computer literacy – experienced user of Microsoft applications and capacity to learn/use other software packages.
- Organised, methodical, and focus on task completion.

## Personal attributes

At NZCER we expect our staff to behave in ways that are consistent with our values and established ways of working.

In addition, all staff must be able to demonstrate the following:

- commitment to the principles of the Treaty of Waitangi and upholding mana Māori in our work
- an ability in (as stated above), and a desire to improve, te reo Māori
- respect for others and valuing diversity
- an orientation towards continuous improvement of systems and processes
- personal desire for ongoing learning and development
- recognition of the value of team effort; sensitivity to the needs and opinions of other team members
- personal and professional integrity.

## Scope of Role

<b>Reports to:</b> Senior Researcher	<b>Direct Reports:</b> No
<b>Band Range:</b> C	<b>Dimension</b> Fixed-term 1 year Full-time (negotiable)