

Quality and Risk Advisor

Kaupapa | Purpose

The quality and risk advisor will support the development, implementation, and monitoring of quality assurance systems and processes that ensures excellence, compliance with regulatory standards, and continuous improvement across all areas of Toi Ohomai.

This role will work alongside schools and other directorates to build their capability in quality assurance and risk identification and mitigation processes.

Reports to: Head of Quality and Risk

Team: Quality and Risk

Remuneration: \$74,100 - \$98,800 (Fixed Remuneration excluding KiwiSaver)

Ngā mahi | Do

Provide support and advice to kaimahi on quality assurance practices, risk management practices and continuous improvement initiatives.

Embed quality practices through the provision of support for quality assurance activities such as Recognition of Credit applications, NZQA consistency reviews, degree monitoring, course resulting and annual programme evaluations.

Support kaimahi to take an evaluative approach to quality matters and actively seek out ways to be innovative to ensure quality improvement activities are understood and followed.

Maintain an in-depth and current understanding of vocational tertiary quality assurance activities and academic practices.

Develop and maintain collaborative relationships both across Toi Ohomai and externally to ensure quality standards are met.

Support compliance with the Quality Management System (QMS), Regulatory Framework, and external body requirements.

Participate in forums and provide training as required to support Schools and Toi Ohomai.

Work in collaboration, across the team, directorate and organisation, using data to inform decisions and demonstrating a commitment to continuous improvement. Monitor and report on key quality and risk indicators, identifying trends and areas for improvement.

Contribute to the development and review of policies and procedures.

Provide reports as required for quality and risk activities ensuring timely and transparent communication with key stakeholders.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Minimum Bachelors level qualification in Business Administration, Quality Management, Risk Management, or a related discipline or a related field or the equivalent body of knowledge gained through experience.

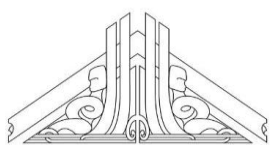
Experience in developing, implementing, and maintaining quality management systems to ensure compliance with industry standards and regulatory requirement.

Proven track record in identifying, assessing, and mitigating risks within a complex organisation, including conducting risk assessments and developing risk management plans.

Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in leading and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

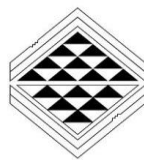
Demonstrated practice in advocating, supporting and leading approaches that promote equity and prioritise the needs of priority groups.



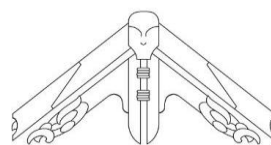
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to *Ā mātou uara* | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports *toitūtanga* by sustaining excellence and adaptability over time.

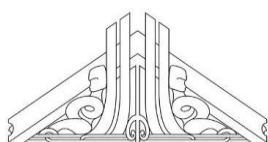
Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect *manaakitanga* through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens *whanaungatanga* by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for *ākongā*, kaimahi, and communities. These behaviours reflect *kotahitanga*, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live *kotahitanga*, working together with unity and purpose.

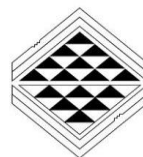
Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects *toitūtanga* through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.



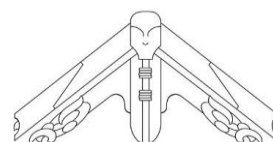
WHANAUNGATANGA



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Ngā Hononga Mahi | Working relationships

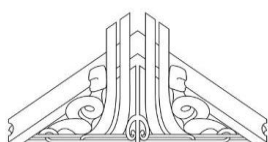
Internal: Executive Leadership, Academic Teams, and teams, all kaimahi.

External: Suppliers, Contractors, Government Agencies

Resource delegations and responsibilities:

Financial: To be confirmed

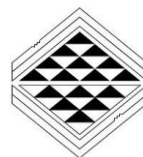
People: Nil



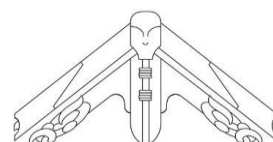
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