

Position Description

Title:	Kaiārahi Māori	Reports To:	Tumuaki Māori
Directorate:	Toki Matarau	Direct Reports:	None
Status:	Permanent -0.6 FTE	Date:	December 2024

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand’s largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand’s oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The Kaiārahi Māori will support Toki Matarau to help with smooth and efficient event coordination and administration involving internal and external attendees. Arranging and coordinating events, training, workshops, wānanga, tikanga, hui and meetings for Toki Matarau and Taumata ā-Iwi including – venue, attendees, agendas and catering.

The Kaiārahi Māori will be responsible for clear, timely and considered communication of information to the Tumuaiki, other Executive Team members, Toki Matarau team, managers, staff, Taumata-ā-Iwi eg. Taumata-ā-Iwi papers

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Responsibilities to the Taumata ā-Iwi	<ul style="list-style-type: none"> Assist the Taumata ā-Iwi with governance processes, including preparing agendas, compiling board papers, and ensuring accurate, timely meeting minutes. Administration tasks that support the efficient and effective running of Taumata ā-Iwi hui.

	<ul style="list-style-type: none"> Track Taumata ā-Iwi resolutions and action items, ensuring follow-up and documentation are completed and easily accessible.
Co-ordination and Administration	<ul style="list-style-type: none"> Assists in the organisation of tikanga-based events and external manuhiri (visitors), partners and stakeholders such as pōhiri, karakia, mihi whakatau, taonga access, kōiwi tangata or taonga repatriations, and events by organising venues and equipment required, coordinating diaries, liaising with visitors to facilitate entry and access to the Museum, catering as required. Supports wānanga and public talks organised by Toki Matarau by liaising with pre-organised speakers to gather biography, presentation material and provide venue information, ensure payments and/or koha are organised, catering and AV is booked, internal and external diaries are maintained in lead up to event, pack in and pack down of these events, coordinate and maintain invitation lists as needed. Coordinates and maintains calendar invitations, organises catering, books rooms and resources, writes up meeting minutes as needed for Toki Matarau Team.
Event, training and workshops, wānanga, hui and meeting management	<ul style="list-style-type: none"> Smooth and efficient event coordination and administration involving internal and external attendees. Arranging and coordinating events, training, workshops, wānanga, hui and meetings for the team including – venue, attendees, agendas and catering.
Māori Staff and Advice	<ul style="list-style-type: none"> Contribute to achieving key Māori project milestones and dates. Provide coordination support for the Māori staff network and initiatives relevant to Māori staff uplift and wellbeing. This role will provide advice to, and work with other managers, teams and staff to support iwi enquiries and engagement.

Important Relationships	
External:	<ul style="list-style-type: none"> Iwi and Māori, Māori leaders and organisations in Auckland and nationally, manuhiri to the Museum.
Internal:	<ul style="list-style-type: none"> Chief Executive, Executive Team, Senior Management Team, Trust Board, Taumata-ā-Iwi, Māori Directorate, All Staff and volunteers.
Our Expectations of our People	
Ensure a healthy and safe work environment	
<ul style="list-style-type: none"> Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others. Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way. Understands and adheres to emergency and evacuation procedures. 	

- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum’s specific obligations in Auckland’s cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Peer Relationships (Connected to each other)

- Role-models collaboration, cooperation and a 'one-museum' view.
- Is a role model and catalyst for manaaki culture across the organisation.
- Builds and maintains good working relationships in order to develop solutions based on collective leadership, insight and support.

Interpersonal savvy (Manaaki)

- Makes audience-insightful decisions that improve stakeholders' experiences and exceed their expectations.
- Is approachable and builds trust with others quickly; can diffuse high-tension situations comfortably and coaches others to do the same.

Approachability (Self-awareness)

- Is approachable; makes it easier for people to come to them when they need help.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Fluency in te reo Māori
- An understanding of the tikanga of many iwi across the motu
- Proven administration and coordination skills experience at a Governance level.
- Experience with navigating dialogue on constitutional structure
- Experience with navigating dialogue on political structure of a Board
- Strong written and verbal communication skills.
- Strong time management with the ability to multi-task and work within tight timeframes.
- A broad and well-informed appreciation of iwi and Māori interests
- Iwi networks (and on a practical level, knowing who in particular to contact when required)
- Broad community networks
- Ability to work independently and/or as part of a team
- Ability to foster good relationships, demonstrates leadership and sound decision making with the ability to motivate and influence the practice of others

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Political astuteness
- Experience in and an understanding of the museum sector
- A sense of humour
- Great communication skills
- A coaching and supportive teaching approach

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