

## Position Description

<b>Title:</b> <b>Tūranga mahi:</b>	Te Reo Māori Writer/Editor <b>Tūranga mahi: Kaituhi/Ētita Reo Māori</b>	<b>Reports To:</b> <b>Kei raro i te:</b>	Manager, Content and Interpretation <b>Kaiwhakahaere, Content and Interpretation</b>
<b>Directorate:</b> <b>Tari:</b>	Public Experience <b>Public Experience</b>	<b>Direct Reports:</b> <b>Kaimahi:</b>	Nil <b>Karekau</b>
<b>Status:</b> <b>Tūranga:</b>	Permanent 1.0 FTE <b>Permanent 1.0 FTE</b>	<b>Date:</b> <b>Te rā:</b>	October 2022 <b>Whiringa-ā-nuku 2022</b>

### 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 280 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.

### Mō te Whare Taonga

Ko Tāmaki Paenga Hira te whare taonga nui rawa o Aotearoa, neke atu i te 4.5 miriona te nui o ngā taonga e tiakina ana e tēnei whare. Ko te whare whakamahara o Tāmaki Makaurau tēnei, ko te whare rangahau tino tawhito o Aotearoa, he whare mātauranga, waihoki he tauranga matua tēnei mā te hunga tāpoi. Kei te takiwā o te 280 te nui o ngā kaimahi, neke atu i te 300 ngā kaitūao e hāpai ana i a mātou.

He whare manaaki, he whare atawhai a Tāmaki Paenga Hira. Ka manaakihia ngā momo tāngata rerekē, ka poipoi mātou i te tikanga-ruatanga i runga anō i ngā kōrero a ā mātou rautaki, arā, ko Teu le Vā me He Korahi Māori. He nui anō ngā hua papai e whakawhiwhia ana ki ngā kaimahi pērā i ngā whakaritenga ngāwari mō te mahi me ngā rā whakatā, ngā momo inehua, otirā, kua whakanuia tō mātou hōtaka hauora ki tētahi tohu.

### Purpose & Context for the Role

**Te kaupapa me te horopaki o te tūranga**

The Exhibitions team sits within the Public Experience directorate and is responsible for implementing and aligning exhibition projects with Auckland War Memorial Museum’s strategic

direction and values. As a vital member of the Exhibitions team, the Te Reo Māori Writer/Editor provides specialist knowledge in writing and editing text and constructing narratives in te reo Māori as part of the delivery of content and interpretation for exhibitions and other visitor experiences across an agreed programme.

E noho ana te rōpū o Exhibitions i roto i te tari o Public Experience, ā, ko tā rātou mahi he whakatū, he whakahāngai hoki i ngā whakaaturanga ki te aronga me ngā uara o te rautaki o Tāmaki Paenga Hira. I raro i tana tūranga hei kaimahi matua o te rōpū Exhibition, ko te mahi a te Kaituhi/Ētita Reo Māori, he tuhituhi, he ētita, he whakakōrero i ngā kaupapa ki te reo Māori, he whakamārama i ngā whakaaturanga me ētahi atu kaupapa mā ngā manuhiri i runga anō i ngā tohutohu o te whare.

This role will have a close relationship with the Māori and Pacific Development team and will align their work with the values and strategic direction of He Korahi Māori, the Museum's Māori strategy. The Te Reo Māori Writer/Editor will be guided by, and act as a lead advocate for, the principles and priorities set out in the Te Reo Māori Strategic Framework.

Ka mahitahi tēnei tangata ki te rōpū o Māori and Pacific Development, ā, e hāngai ana ngā mahi ki ngā uara me te aronga o te rautaki o He Korahi Māori, arā, ko te rautaki Māori tērā o te Whare Taonga. Ka arahina, ka tū hoki te Kaituhi Reo Māori hei kaikōkiri o ngā ariā me ngā whāinga tōmua i roto i te Anga Rautaki mō te Reo Māori.

As a writer, you will be responsible for crafting text in te reo Māori to the highest standards of storytelling across all platforms – onsite, offsite, and online – with audience-appropriate tone and style. This role will take a lead in establishing and developing a bilingual approach for Exhibition content, from case change-outs to touring exhibitions, large-scale permanent gallery renewals to Aotearoa-specific introductions for blockbuster international exhibitions.

I raro i ō mahi hei kaituhi, me eke rawa ngā kōrero e whakairohia ana e koe ki te taumata whakahirahira, ahakoa te wāhi – ki rō whare, ki waho atu, ki te Ipurangi rānei – ā, me hāngai hoki te wairua me te hā o te kupu ki te hunga mā rātou aua kōrero. Ka ārahi tēnei tūranga i te whakatūnga me te whakawhanaketanga o te reo-ruatanga o ngā kōrero mō ngā Whakaaturanga, mai i ngā whakahoutanga iti tae atu ki ngā whakaaturanga haereere, mai i te whakahoutanga o ngā whakaaturanga tūroa tae atu ki ngā kōrero whakataki mō ngā kaupapa whakahirahira nō rāwāhi e tau mai ana ki Aotearoa.

As an editor, you will be responsible for high-quality editorial support and leadership for approaches to te reo Māori across all platforms- onsite, offsite, and online. You will work alongside the Writer/Editor to maintain a lively and engaging style across Museum text and ensure editorial standards.

I raro i ō mahi hei ētita, e kawea ana koe i ngā mahi ētita, e ārahi hoki ana koe i ngā mahinga reo Māori ki ngā pae kōrero katoa – ki rō whare, ki waho atu, ki te Ipurangi anō. Ka mahi koe ki te taha o te Kaituhi/Ētita reo Pākehā ki te whakaū i ngā kōrero hihiri, i ngā kōrero pārekareka huri noa i te Whare Taonga, e whai ana anō i ngā taumata tiketike.

A collaborative approach and superior interpersonal and communication skills are essential in dealing with diverse groups including the public, relevant communities, museum project teams and across all tiers of the museum.

Me ngākau tūwhera, me tohunga anō ki te whakawhitiwhiti kōrero i a koe e whakapāpā atu ana ki ngā rōpū rerekē, pērā i te hunga tūmatanui, i ngā hāpori rerekē, i ngā rōpū mahi o te whare taonga, waihoki ki ngā taumata mahi katoa o te whare taonga.

## Accountabilities

### Nga kawenga takohanga

Key Tasks: <b>Ngā Mahi Matua:</b>	Key Activities: <b>Ngā Hua:</b>
<p>Content and Interpretation Ngā kaupapa me ngā mahi whakamārama</p>	<ul style="list-style-type: none"> <li>• Write, or manage the writing, for exhibition text across all exhibition platforms including print, digital, and AV experiences.</li> <li>• Me tuhituhi, me whakahaere rānei ngā mahi tuhituhi mō ngā whakaaturanga mā ngā pae kōrero katoa pērā i ngā tānga kōrero, i ngā kaupapa ā-hiko me ngā momo ataata.</li> <li>• Advocate for the use of te reo Māori across a wide range of interpretive methods so that it can be seen written and heard spoken.</li> <li>• Me hāpai te whakamahinga o te reo Māori i te huhua o ngā momo kaupapa kia kitea te reo ā-tuhi, kia rangona hoki te reo ā-waha.</li> <li>• Edit all exhibition text produced for all Museum platforms.</li> <li>• Me ētita ngā tuhinga mō ngā whakaaturanga e whakaputaina ana mō ngā pae kōrero katoa o te Whare Taonga</li> <li>• Provide editorial direction to external and internal content providers.</li> <li>• Me ārahi ngā kaimahi mō ngā kaupapa nō roto, nō waho anō o te whare ki te whakaputa tika i ngā kōrero</li> <li>• Provide input into decisions about the direction of storytelling as it relates to the use of text in exhibitions.</li> <li>• Me kuhu atu ki ngā whiriwhiringa kōrero mō te ahunga o ngā kōrero e pā ana ki ngā tuhituhinga mō ngā whakaaturanga.</li> <li>• Respond and deliver content that aligns with the Museum’s strategic direction and values.</li> <li>• Me whakautu, me whakatutuki ngā kaupapa e hāngai ana ki te aronga me ngā uara o te rautaki o te Whare Taonga.</li> <li>• Identify and utilise opportunities to present te reo Māori and other languages and cultures from throughout the Pacific and the world.</li> <li>• Me tautuhi, me whai hoki ngā kaupapa e whakatairanga ana i te reo Māori, i ētahi atu reo, i ngā iwi o Te Moananui-a-Kiwa me te ao.</li> <li>• Encourage the use of te reo Māori as appropriate across the Museum’s exhibitions. This includes working with external</li> </ul>

	<p>partners, liaising with iwi leaders, Te Taura Whiri i te Reo Māori, scholars, writers and translators to develop appropriate text strategies and ensure the authenticity, quality, and consistency of te reo Māori usage.</p> <ul style="list-style-type: none"> <li>• Me hāpai te whakamahinga o te reo Māori ki ngā wāhi e tika ana i roto i ngā whakaaturanga o te Whare Taonga. Waihoki, me mahitahi ki ngā hoa o waho atu o te whare, arā, ki ngā kaiārahi ā-iwi, ki Te Taura Whiri i te Reo Māori, ki ngā pūkenga, ki ngā kaituhi me ngā kaiwhakawhiti reo ki te whakawhanake mai i ngā rautaki tuhituhi e tika ana ki te hāpai i te tūturutanga, i te kounga me te māramatanga i roto i ngā whakamahinga o te reo Māori.</li> <li>• Support iwi to retain their rich diversity of unique dialects by encouraging the use of iwi-specific kupu (words) and mita (dialect) as appropriate.</li> <li>• Me hāpai te reo ā-iwi, te whakamahinga o ngā kupu ā-iwi me te kounga o te mita o te reo i ngā kaupapa e tika ana.</li> <li>• In collaboration with the core team, assist with research for temporary exhibitions as required.</li> <li>• Me mahitahi ki te rōpū matua ki te āwhina i ngā rangahau mō ngā whakaaturanga tū poto i ngā wā e tonoa ana.</li> <li>• In collaboration with the core team, explore infrastructure and design solutions that will support accessible and innovative bilingual content.</li> <li>• Me mahitahi ki te rōpū matua ki te tūhura i ngā ara hou e whakamāmā ana i te whakapātanga atu ki ngā kaupapa reorua mā ngā momo hanganga o te whare me ngā mahi whakahoahoa.</li> </ul>
<p>Audience Advocacy He hāpai manuhiri</p>	<ul style="list-style-type: none"> <li>• Maintain a clear and identifiable style for the Museum that engages and involves our audiences and that allows individual voices to be heard.</li> <li>• Me whakaū tētahi tikanga ā-tuhi nā te Whare Taonga tonu, kia aro mai, kia whai wāhi mai ō mātou manuhiri, kia rangona hoki te reo motuhake o ia tangata.</li> <li>• Develop text that is appropriate for the various Museum platforms, audiences, and experiences.</li> <li>• Me whakawhanake mai ngā tuhituhi e tika ana mō ngā momo pae kōrero, ngā momo manuhiri, me ngā momo kaupapa mahi a te Whare Taonga.</li> <li>• Maintain an understanding of audiences’ needs through appropriate research channels.</li> <li>• Me whai māramatanga mō ngā hiahia o ngā manuhiri mā ngā momo rangahau e tika ana.</li> <li>• Develop responsive and accessible approaches to te reo Māori by considering a range of audience needs: tamariki, international visitors, and, in particular, the specific needs of te reo Māori speakers and learners.</li> <li>• Me whai ngā ara whai tikanga, ngā ara whaihua ki te reo Māori, arā, me whai whakaaro ki ngā hiahia o ngā tūmomo manuhiri: te hunga</li> </ul>

	tamariki, ngā manuhiri nō rāwāhi, ā, me āta whakaaroaro ki ngā āhuatanga o te hunga e kōrero ana, e ako ana hoki i te reo Māori.
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<p>Organisational Ngā whakahaere</p>	<ul style="list-style-type: none"> <li>• Encourage the use of te reo Māori in expressions of mātauranga Māori in order to uplift the mana of taonga, people, stories, and knowledge.</li> <li>• Me whakatītina te kōrerotanga o te reo Māori i roto i ngā āhuatanga Māori hei hāpai te mana o ngā taonga, o ngā tāngata, o ngā kōrero me te mātauranga o te ao Māori.</li> <li>• Work with Exhibitions and wider project teams to develop appropriate text strategies such as a te reo Māori written text policy and style guide for visitor experience, guided by the Te Reo Māori Strategic Framework.</li> <li>• Me mahi ki te taha o te tari o Exhibitions me ngā rōpū mahi whānui ki te whakawhanake i ētahi rautaki ā-tuhi, pērā i te kaupapa here mō te reo ā-tuhi me tētahi tikanga ā-tuhi mō ngā manuhiri, i runga anō i ngā kōrero o te Anga Rautaki mō te Reo Māori.</li> <li>• Once implemented, monitor the application of these written text policies.</li> <li>• Ka tutuki tēnei mahi, aroturukihia te whakatinanatanga o ēnei kaupapa here mō te reo ā-tuhi.</li> <li>• Lead quality assurance for all Museum text in public areas relating to exhibitions, including translations in te reo Māori, English, and other languages, working with editing and translation services as required.</li> <li>• Arahina te kounga o ngā tuhinga katoa a te Whare Taonga mā ngā wāhi tūmatanui e pā ana ki ngā whakaaturanga, pērā i ngā whakamāoritanga, i ngā whakapākehātanga me ētahi atu reo. Me mahitahi ki ngā ratonga ētita me ngā ratonga whakawhiti reo i ngā wā e tika ana.</li> <li>• Editing documents, where capacity allows, as and when required across the Museum.</li> <li>• Me ētita ngā tuhinga a te Whare Taonga whānui, mēnā e whai taima ana i ngā wā e tona ana.</li> <li>• Collaborate in the development of processes and manuals used for the development of exhibitions.</li> <li>• Me mahitahi ki te whakawhanake i ngā tukanga me ngā puka ārahi e āwhina ana i te whakatūnga o ngā whakaaturanga.</li> <li>• Champion and contribute to the development of processes in relation to text, including digital labelling and content management systems used by teams across the Museum.</li> <li>• Me kōkiri, me whai wāhi ki te whanaketanga ake o ngā tukanga e pā ana ki ngā tuhituhinga, arā, ki ngā tuhinga ā-hiko, ki ngā pūnaha whakahaere kaupapa a ngā rōpū mahi o te Whare Taonga.</li> </ul>
<p>People Ngā tāngata</p>	<ul style="list-style-type: none"> <li>• Develop effective working relationships with colleagues who contribute to text development and ensure participation in project teams.</li> <li>• Me mahi ngātahi, me whaihua ngā mahi i te taha o ngā hoamahi e āwhina ana i te whakawhanaketanga o ngā tuhituhi, me kuhu atu ki ngā rōpū mahi.</li> <li>• Work effectively with a broad range of people including external</li> </ul>

	<p>writers and editors, contractors, iwi, hapū, or other stakeholder communities who may not be familiar with working in a museum environment.</p> <ul style="list-style-type: none"> <li>• Me whaihua ngā mahi i te taha o ngā tāngata rerekē pērā i ngā kaituhi me ngā ētita nō waho, i ngā kaikirimana, i ngā iwi, i ngā hapū me ētahi atu hapori e whai pānga ana ki te kaupapa, kāore e taunga ana ki ngā āhuatanga o te whare taonga.</li> </ul>
<p>Cultural awareness Ngā mōhiotanga ā-iwi</p>	<ul style="list-style-type: none"> <li>• Demonstrates awareness of and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to kaupapa Māori ethics, He Korahi Māori, and Teu le Vā.</li> <li>• E whai mōhiotanga ana, e whai hononga ana ki te huhua o ngā iwi, o ngā tikanga, a ngā mahi ā-iwi ki Tāmaki Makaurau, ā, e tino mārāma ana ki ngā tikanga o ngā kaupapa Māori, ki He Korahi Māori me Teu le Vā.</li> <li>• Demonstrates a thorough understanding of the Museum’s obligations in Auckland’s cultural landscape in a post-Treaty Settlement era.</li> <li>• E tino mārāma ana ki ngā kawenga o te Whare Taonga i raro i ngā here o te Whakataunga o te kerēme i raro i te Tiriti o Waitangi.</li> </ul>

## Important Relationships

### Ngā hononga matua

#### External: Ki waho atu:

- Co-development partners such as iwi, community groups
- Ngā hoamahi pērā i ngā iwi me ngā rōpū ā-hapori
- External contractors such as writers, editors, translators, 2D designers, digital providers, filmmakers, subject experts and other creative practitioners
- Ngā kaikirimana o waho pērā i ngā kaituhi, i ngā ētita, i ngā kaiwhakawhiti reo, i ngā kaihoahoa 2D, i ngā kaimahi ā-hiko, i ngā kaimahi kiriata, i ngā pūkenga me ētahi atu kaiwaihanga kaupapa auaha
- Partner institutions such as other museums and Creative NZ
- Ngā whare mahi pērā i ngā whare taonga me Toi Aotearoa

#### Internal: Ki rō whare:

- Head of Exhibitions
- Manager, Content and Development
- Interpretive Planners
- Exhibition Project Managers
- Design Studio personnel
- Production and Display Services personnel
- Curatorial personnel
- Collections personnel
- Learning and Engagement personnel
- Marketing and Communications personnel
- Digital Experience and ICT personnel

- Māori and Pacific Development

## Our Expectations of our People

### Ensure a healthy and safe work environment

#### Me hāpai te hauora me te noho haumarū i te wāhi mahi

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- E hāpai ana i tōna ake hauora me tana noho haumarū, ā, e whai ana ia i ngā mahi tika kia kore tētahi raru e pā ki a ia, ki ētahi atu rānei.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- E whai ana i ngā tohutohu, i ngā kaupapa here me ngā tukanga e pā ana ki te whakatutukinga o ngā mahi i raro i te haumarū me te hauora.
- Understands and adheres to emergency and evacuation procedures.
- E mārama ana, e whai ana hoki i ngā tukanga e pā ana ki ngā take ohotata me te whakarereanga tōtika i te whare.
- Speaks up about health and safety matters that could affect them or their workmates.
- E kōrero ana mō ngā take e pā ana ki te hauora me te noho haumarū e whai pānga ana ki a rātou, ki ō rātou hoamahi rānei
- Actively participates in hazard identification and reporting.
- E tautuhi ana, e whakamōhio atu ana i ngā take mōrearea i te wāhi mahi ki te tangata tōtika.
- Makes suggestions on how to improve health and safety at work.
- E tāpae ana i ōna whakaaro e pā ana ki te whakapikinga ake o te noho hauora me te noho haumarū i te wāhi mahi.

#### Cultural awareness Te mōhiotanga mō ngā tikanga ā-iwi

- 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);
- E kaha ana ki te whai mōhiotanga, ki te whakapāpā atu ki te huhua o ngā iwi, ki ā rātou tikanga me ā rātou mahi tuku iho ki Tāmaki Makaurau, i raro i ngā āhuatanga o He Kōrahi Māori me Teu le Vā.
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- E mārama ana, e kitea ana tōna mōhioranga mō ngā ariā me te whakatinanatanga o te Tiriti o Waitangi me ngā pānga ki ngā mahi a te Whare Taonga.
- 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.



- E kitea ana tōna mōhiotanga ki ngā kawenga motuhake o te Whare Taonga e hāngai ana ki ngā iwi o Tāmaki Makaurau, ā, kei te whai wāhi mai ki te whanaketanga o te whare mai i tētahi whare tātāmi ki tētahi whare taonga o āpōpō.

### **Digital capability Ngā mahi ā-hiko**

- 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.
- Kei te whai i ngā tikanga mahi whaihua e pā ana ki ngā tukanga whakahaere mātauranga mō te waihangatanga, mō te puringa me te tuaritanga o ngā kaupapa me ngā rawa ā-hiko, arā, e whai ana kia kitea, kia tuaritā, kia whakamahia, kia whai take ēnā mea ki te huhua o ngā ara mahi ā-hiko.

### **Develop self for current and future employment**

#### **Kei te whakangungu i a ia anō mō āna mahi ināianei, mō ngā rā e haere mai ana hoki**

- Knowledge and skills are developed and maintained for competent performance of current position.
- Kei te whakapakarihia te mātauranga me ngā pūkenga, kei te whakapūmauhia ēnā āhuetanga kia tutuki pai ai ngā mahi a tēnei tūranga.

### **He Waka Eke Noa – Values & Behaviours**

#### **He Waka Eke Noa - Ngā Uara me ngā Whanonga**

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

Kei te whakaahua te kōrero o 'He Waka Eke Noa' i tō mātou āhuetanga motuhake, ā, koia hoki te hōhonutanga o te kaupapa o He Korahi Māori me Teu Le Vā e kōkiri ana i ō mātou whiriwhiringa whakaaro, i ā mātou mahi me ō mātou kare ā-roto i roto i ō mātou tūranga hei kaimahi o Tāmaki Paenga Hira. Ko te tūāpapa tēnei e tū ai ngā pou o tēnei whare, e whakatakoto ana i ngā tikanga

whakahaere a ā mātou rangatira, i ngā whanonga tōtika me te āhua o ā mātou mahitahi ki a mātou anō, ki ngā manuhiri me ngā hapori.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other 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 with 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.

### Customer Focus (Connected to our mahi)

- Connects with people by providing manaakitanga and excellent service.
- Understands the Museum's history, its vision for the future and how their work contributes to achieving it.
- Understands the Museum's obligations to tangata whenua and works in the spirit of partnership and goodwill envisaged by Te Tiriti o Waitangi.

### Patience (Inclusive)

- Deals direct when problems arise and doesn't share information with people who are irrelevant to the issue.
- Respects that people are free to be themselves and express their identities.
- Understands that He Korahi Māori is at the heart of the Museum's business and embraces learning tikanga Māori and correct pronunciation of te reo Māori.

### Peer Relationships (Collaboration)

- Encourages and acknowledges the ideas and suggestions of others.
- Puts the goals of the team ahead of individual interests.
- Honours the faith others place in them by delivering on promises; believes in the reliability, integrity and honesty of others.

- Is committed to participating in meaningful, collaborative engagement with source communities that empowers them to achieve their aspirations.
- Trusts others to make decisions and knows when they don't need to be involved.

#### Personal Learning (Self-awareness)

- Is open to feedback without being defensive; gains insights from mistakes and adjusts behaviour.
- Seeks to understand how they are perceived and to improve the experience others have in working with them.

### Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Relevant tertiary qualification such as te reo Māori, English, Media Studies or relevant field of study
- He tohu nō tētahi whare wānanga e hāngai ana ki te mahi, pērā i te tohu reo Māori, i te tohu reo Pākehā, i te tohu Akoranga Pāpāho, i tētahi atu kaupapa rānei
- Must be at a senior editorial level, with experience dealing with a wide range of material, from initial concept to final publication
- Me mātau ki te mahi tuhituhi, me whai mōhiotanga ki ngā mahi e hāngai ana ki ngā tini tuhinga rerekē, mai i te orokohanganga ki te whakaputanga
- Able to build relationships and work with knowledge holders and other specialists in their given field
- He whakatū kaupapa, he mahitahi ki ngā mātanga me ētahi atu momo pūkenga rerekē
- Experience with writing and editing text for museum exhibitions is an advantage
- Ko te painga atu mēnā kua whai mōhiotanga kē ki te mahi tuhituhi me te mahi ētita mō ngā whakaaturanga kei ngā whare taonga
- Skilled at writing engaging, clear, accurate text to strict word limits in diverse media, and for diverse audiences
- He pūkenga ki te tuhituhi i ngā kōrero hihiri, kia mārama, kia tika, kia noho hoki ki ngā here o te nui o te kupu mā ngā momo pae kōrero rerekē, mā ngā momo kaupānui rerekē.
- Strong substantive editing and copy-editing skills
- He mātau ki te ētita i te kiko o te kōrero, he kanohi hōmiromiro hoki.
- Competent editor of Te reo Maori and English
- He mātau ki te mahi ētita i te reo Māori me te reo Pākehā
- Understands and consistently applies accessible language (the equivalent of 'plain English') and the principles of web writing, including for mobile devices
- Kei te mārama, kei te pūmau ki te reo mārama, ā, kei te whai i ngā tikanga o te reo ā-tuhi ki te ao hiko, waihoki, ki ngā momo kawenga ā-hiko o te rā.
- Can work to set briefs from subject experts, as well as independently
- Kei te mōhio ki te whai i ngā tohutohu a ngā pūkenga, ki te mahi takitahi hoki
- Digital capability in Te Reo Maori publishing
- He mōhio ki te whakaputa kōrero ā-hiko i te reo Māori
- Able to provide editorial support to external knowledge holders and curators

- He hāpai i ngā tuinga a ngā pūkenga me ngā kairaupī nō waho atu o te whare
- Able to provide editorial support to internal knowledge holders and curators
- He hāpai i ngā tuinga o ngā pūkenga me ngā kairaupī ki rō whare
- Is a team player, used to working alongside subject experts and other collaborators
- Kei te mōhio ki te mahi ā-rōpū, kua taunga ki te mahitahi ki ngā tohunga me ētahi atu momo hoamahi.

### Personal Attributes Required for this Role

#### Ngā āhuatanga whaiaro:

Success in this role requires the following attributes.

- Shape and Drive change
- He kaitārai, he kaikōkiri kaupapa hou
- Relationship-building
- E mōhio ana ki te tūhonohono atu ki te tangata

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