

Position Description

Position:	Director, Māori Capability and Engagement Hautū Māori
Reporting to:	Chief Executive Te Tumu Whakarae mō te Wahine
Direct reports:	0 (incumbent will contribute to informing future needs)
Date:	November 2021 (fixed-term for two years)

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in the Strategic Intentions 2021-2025.

Our work currently focuses on achieving four strategic outcomes:

- Wāhine Māori have improved outcomes
- All wāhine women and kōtiro girls enjoy economic security and thrive throughout their lives
- All wāhine women and kōtiro girls fully participate in society
- All wāhine women and kōtiro girls are safe from all forms of violence

Position Purpose

At its heart, this role is to lift our Māori cultural capability as an organisation; how we engage with Māori organisations and leaders; and to support the achievement of our strategic outcomes, particularly that of improving outcomes for wāhine Māori.

Key Tasks and Responsibilities

Strategic Leadership contribution

- Directs and influences Manatū Wāhine's tikanga practices and protocols to ensure our work gives life to a Te Tiriti partnership, by ensuring we embed the Te Tiriti partnership in our strategy.
- Provides advice and support to Te Tumu Whakarae and leadership team to ensure strategic and operational decisions actively consider and reflect a Te Ao Māori perspective in our mahi.
- Grows our overall capability and capacity to accurately reflect Māori views in our mahi as part of our Whāinga Amorangi commitments-

Capability building and implementation

- Leads the Ministry's Whāinga Amorangi plan and creates the platform for the next phase. Ensures Manatū Wāhine aligns its strategic activities to Whāinga Amorangi, Māori Crown Relations Organisational Capability Framework and Maihi Karauna and other Public Services system wide frameworks.
- Works closely with the People team to ensure we are always finding ways to embed te ao Māori into our people policies and practices.
- Coaches and mentors the leadership team and the People team to continue to build their cultural capability, and supports our Whāinga Amorangi/te reo champions with any development needs they may have.
- Ensures kaimahi are encouraged and supported to practice their skills and to act as tuakana to share their knowledge and contribute to the cultural leadership of Manatū Wāhine.

Support for our Māori team members

- Offers a tuakana role for Māori staff which fosters connection with each other and any external networks.
- Connects and brings together our Māori staff to ensure they are well supported.
- Ensures (along with our leadership team) they are finding ways to recognise the contribution all of our Māori team members make, to enrich our agency's Māori cultural competence and capability.

Engagement

- Provides advice and guidance for building strong and enduring relationships and supporting engagement with iwi leaders, tangata whenua, and other Māori organisations and leaders on behalf of Manatū Wāhine, ensuring alignment with the approach of the Joint Roopū.
- Develops relationships with other Māori Capability Advisors across Government to inform our initiatives and share knowledge.
- Facilitates Te Tumu Whakarae connection and engagement with key Māori stakeholders.
- Supports the Ministry to meaningfully engage with Māori using its tikanga practices and protocols.

General activities

- Promotes health and safety of all staff and stakeholders engaged with the Ministry and adheres to the Ministry's health and safety policies and procedures.
- Contributes towards, and promotes, the achievement of our desired work environment; specifically an environment that stimulates individual, team and organisational achievements, and encourages our people to think and behave in ways that achieves their goals through co-operative and collaborative efforts.
- Undertakes additional responsibilities and activities as and when requested and mutually agreed with your Manager.

Skills and Experience

- Tertiary degree in a relevant field (eg. te reo/te ao Māori; human resources; communications) or more importantly, equivalent experience.

Demonstrated experienced in:

- Building a Māori responsive organisation (ideally by having a background in one of the relevant fields above).
- developing and maintaining relationships and partnerships
- strategic planning, programme and project delivery
- working collaboratively with people occupying varied roles and from diverse backgrounds

Demonstrated knowledge of:

- te reo Māori, te ao and tikanga Māori, and te Tiriti o Waitangi to a capable level
- New Zealand Government's Policy Initiatives to support the Crown's relationships with Māori
- key organisations and networks relevant to the delivery of Māori Crown relationship initiatives
- the machinery of government, core government process and the New Zealand Public Service.

Core Competencies

Māori perspective

- encourage and promote the analysis, development and delivery of policy using Māori knowledge and values, internally and externally
- plans and conducts work with appropriate reference to tikanga and kawa
- has knowledge and experience of issues that impact wāhine Māori
- has an in-depth understanding of Te Tiriti o Waitangi

Strategic thinking and stewardship

- thinks about the future and anticipates future consequences and trends, whilst being able to sift the important from the unimportant
- takes a long term perspective to ensure the stewardship of issues for women are taken into account

Leadership

- promotes the Ministry for Women's purpose and vision and motivates employees towards the achievement of our goals
- leads by example and sets the standard for professional behaviour that supports a positive, progressive, working environment
- demonstrates motivation and drive and perseveres through difficult situations
- is able to make decisions where there is a high degree of ambiguity

Political nous

- high level of political awareness and sound knowledge of government processes
- proven ability to achieve results in a political environment
- understands and embraces principles of equality and diversity in the workplace

Building and sustaining relationships

- well-developed interpersonal skills and proven ability in developing and maintaining complex relationships
- patience and flexibility in dealing with a variety of people

Please note, this job description may be varied from time to time, in consultation with the employee, to reflect changes to the Ministry.