



JOB DESCRIPTION

KAITAUNAKI TAUHERE

“E kore au e ngaro, he kākano i ruia mai i Rangīātea”

POSITION TITLE	Kaitaunaki Tauhere
REPORTS TO	Pou Kōkiri & Pou Pakihi
POSITION FTE	Permanent Fulltime – 40 hours per week

Please familiarise yourself with the Information Sheet in alignment with this JD

NGĀ KURA Ā IWI O AOTEAROA INC. (NKAI) is a constituted body that represents and supports tribal schools that affiliate to our organisation voluntarily. We identify ourselves using the term ‘iwi’ to denote our descent from an eponymous ancestor.

TE TIHI O ANGITŪ – PINNACLE OF SUCCESS: The focus in all our direction is on well-being and achieving the pinnacle of excellence for our children, grandchildren (uri) and all stakeholders of Ngā Kura ā Iwi. By utilising the greatest gifts left to us by our forebears – Culturalcy.

POSITION PURPOSE: The primary purpose of the Kaitaunaki Tauhere is to provide comprehensive administrative and logistic support to Tumu Hautu and Tumu Pakihi. This role is pivotal in ensuring the efficient operation of NKAI initiatives and fostering effective communication between Pou, stakeholders, and internal teams. The Kaitaunaki Tauhere will play a key role in supporting the strategic objectives of NKAI by facilitating seamless administrative processes and contributing to the overall organisational growth and development.

Key to this role is adaptability and flexibility as the Kaitaunaki Tauhere supports Pou across Whare and Tumu. As the organisation expands, the role of the Kaitaunaki might be reallocated between Tumu/Whare to accommodate the expansion. This flexibility is integral to the Kaitaunaki Strategy, ensuring that administrative support aligns with the dynamic needs of the growth of NKAI.

The Kaitaunaki Tauhere will collaborate closely with a team of Kaitaunaki within a supportive team environment, fostering mutual assistance and knowledge sharing. The collaborative approach aims to enhance organisational efficiency and effectiveness while promoting a cohesive team culture. It is essential that Kaitaunaki maintain consistency in systems and processes across sectors, ensuring uniformity and reliability in administrative support practices throughout the organization.

Together, the team of Kaitaunaki will uphold the NKAI values of cultural integrity, innovation, and community empowerment in all administrative duties, contributing to a positive and impactful organisational presence.

KEY RELATIONSHIPS

The Kaitaunaki Tauhere is responsible to the Pou Pakihi.

Who	Why
Direct Reports – Line Managers	
Pou Pakihi – Direct Report	Communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Pou Kōkiri	Communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Indirect Reports	
Ringa Raupā Executive	Provide advice, identify emerging issues/risks and their implications, and propose solutions; receive advice.
Ringa Raupā	Coordinate wānanga and communications.
Ngā Kura ā Iwi Community	Support and assist coordination of National Ngā Kura ā Iwi events.
External	
Key Stakeholders	Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes when required.

KEY RESPONSIBILITIES

- Provide comprehensive administrative and logistic support to the operations of Te Tumu Pakihi and Te Tumu Hautu.
- Support Te Tumu Hautu with Komiti Whāiti Servicing, including documentation preparation and minute-taking.
- Format, proofread, and finalise documents or presentations, ensuring accuracy and professional formatting.
- Manage and coordinate Pou Kokiri schedules, booking systems, and travel and accommodation arrangements, ensuring efficient time allocation and alignment with organisational priorities.
- Provide administrative support to financial operations within Te Tumu Pakihi, including processing and filing invoices, receipts, and payments in the Xero system, managing new supplier details, and assisting with month-end reconciliations.
- Regularly assess and optimise administrative practices, proposing enhancements for workflow and efficiency.
- Plan and coordinate administrative procedures and systems within workstreams while devising ways to streamline processes.
- Accomplish results by communicating expectations; planning, monitoring, initiating, coordinating, prioritising and enforcing systems, policies, and procedures.
- Monitor and track external contracts managed by Pou Kokiri, maintaining confidentiality while ensuring visibility of milestones and deadlines.

- **Digital Platforms**

1. Maximise the use of NKAI Digital Platforms to support Pou with delivering quality content.
2. Collaborate with Pou to transform their content into polished, visually engaging materials using appropriate design software.
3. Stay updated with the latest features and best practices for digital platforms to ensure continuous efficiency and quality improvement.
4. Be adaptable and proficient, quickly learning and utilising any new digital platforms introduced to the organisation.

- Execute work in a diligent and faithful manner with full benefit to the organisation.
- Complete project and workstream support in a timely manner.
- Support and assist the Ringa Wera team with organising Ngā Kura ā Iwi National Events
- Uphold the integrity and mana of Ngā Kura ā Iwi Incorporation

KEY CHALLENGES

Managing Multiple Priorities	Balancing the demands of supporting different Pou at one time in different areas. The Kaitaunaki must efficiently prioritize tasks and manage time to ensure that all responsibilities are met without compromising quality.
Maintaining Confidentiality	Handling sensitive and confidential information is a critical aspect of the role. The Kaitaunaki must ensure that all communications and documents are managed discreetly and securely to protect the organization’s interests.
Remote Work Coordination	Coordinating activities and communications in a fully remote work environment. The Kaitaunaki needs to leverage digital tools effectively to maintain seamless operations and collaboration among team members who are not physically present.
Meeting Deadlines and Follow-ups	Ensuring timely follow-up on action items from meetings and managing deadlines. The Kaitaunaki Tauhere must have strong organizational skills and the ability to track and complete tasks efficiently.

ADDITIONAL CHALLENGES:

- High-Pressure Environment
- Adaptability to Changing Priorities
- Ensuring Compliance
- Proactive Problem-Solving

FLEXIBILITY STATEMENT

At Ngā Kura ā Iwi o Aotearoa, we embrace a dynamic and evolving environment where roles and responsibilities may adapt in response to organisational growth and strategic priorities. We value flexibility and agility in our team members, recognising that the ability to pivot and take on new

challenges is essential to our collective success. Ringa Wera are expected to demonstrate a proactive mindset, readiness to learn, and a willingness to contribute across various functions as needed. We encourage continuous professional development and offer opportunities for learning and growth that align with both individual career aspirations and the evolving needs of our organisation.

FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the key accountabilities of the role.

NKAI Capability Framework		
Group and capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity Display resilience and courage	Advanced	Acts with Integrity: <ul style="list-style-type: none"> - Communicates truthfully and openly in all interactions. - Consistently makes decisions aligned with organizational values and ethical standards. - Handles sensitive information with discretion and maintains confidentiality. - Takes ownership of actions and accepts responsibility for outcomes. - Upholds principles of fairness, respect, and honesty in dealings with others. - Adjusts approach based on ethical considerations and changing circumstances. - Builds trust through actions that demonstrate integrity and reliability. Display resilience and courage <ul style="list-style-type: none"> - Responds positively and effectively to change and uncertainty. - Persists in the face of obstacles or setbacks to achieve goals. - Finds innovative solutions to challenges, even in complex or ambiguous situations. - Maintains composure and optimism under pressure or in stressful situations. - Takes proactive steps to address challenges and seize opportunities. - Provides encouragement and support to colleagues during challenging times. - Makes bold decisions based on principles and sound judgment, despite potential risks.
Confidentiality and Discretion	Advanced	<ul style="list-style-type: none"> - Handles confidential information with the utmost sensitivity and discretion. - Maintains strict confidentiality in all communications and interactions. - Implements security measures to protect sensitive documents and data. - Avoids discussing confidential matters in non-secure environments. - Respects privacy rights and maintains trust among stakeholders. - Exercises judgment in sharing information on a need-to-know basis. - Adheres to organizational policies and legal requirements regarding confidentiality.

		<ul style="list-style-type: none"> - Handles unexpected situations involving sensitive information with professionalism.
Digital User Open to explore	Excellent	<ul style="list-style-type: none"> - Actively seeks out new digital tools, platforms, and methods. - Quickly learns and adapts to changes in digital technologies. - Openly experiments with new software, applications, or digital strategies. - Uses digital tools to solve problems and streamline processes. - Engages in ongoing learning to expand digital skills and knowledge. - Welcomes feedback on digital proficiency and applies it to improve performance. - Uses digital platforms to collaborate effectively with colleagues and stakeholders. - Demonstrates proficiency in navigating and utilizing various digital platforms and tools.
Relationships Communicate Effectively	Capable	<ul style="list-style-type: none"> - Expresses ideas and information clearly and succinctly. - Listens attentively to understand others' perspectives and concerns. - Ensures messages are conveyed accurately and comprehensively. - Provides constructive feedback that is specific, actionable, and respectful. - Resolves conflicts and disagreements constructively and diplomatically. - Writes clearly structured, coherent, and professional documents and emails.
Business Enablers Finance Procurement	Capable	<ul style="list-style-type: none"> - Analyzes financial data to support informed decision-making. - Manages budgets effectively, monitoring expenditures and ensuring compliance. - Develops and implements procurement strategies aligned with organizational goals. - Builds and maintains relationships with vendors and suppliers. - Negotiates contracts to secure favorable terms and conditions. - Identifies and mitigates financial and procurement risks. - Ensures compliance with financial regulations, policies, and procedures. - Prepares accurate and timely financial reports and procurement updates.
Remote Work Proficiency	Advance	<ul style="list-style-type: none"> - Effectively communicates and collaborates with Ringa Wera / Stakeholders using digital platforms (e.g. TEAMS, Zoom) - Demonstrates strong self-discipline and time management skills to maintain productivity while working remotely. - Sets and meets deadlines for tasks and projects, even without direct supervision. - Actively participates in virtual team meetings, fostering a sense of connection and engagement among team members. - Uses creative ways to build rapport and maintain relationships with colleagues despite physical distance. - Adheres to security protocols and best practices to protect sensitive information while working remotely. - Ensures confidentiality in handling documents, communications, and virtual meetings.

Results Think and Solve Problems	Excellent	<ul style="list-style-type: none"> - Applies logical reasoning and critical thinking to analyze complex problems. - Generates innovative ideas and solutions to address challenges. - Makes well-informed decisions based on analysis and evaluation of alternatives. - Breaks down problems into manageable components and develops effective solutions. - Aligns problem-solving efforts with organizational objectives and long-term goals. - Uses available resources efficiently to overcome obstacles and achieve objectives. - Seeks opportunities for process improvement and optimization. - Focuses on achieving measurable results and delivering value to stakeholders.
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DESIRABLE

- Competency in and knowledge of Te Reo Māori (written and oral) and tikanga Māori.
- Experience in online project planning platforms
- Excellent level of digital capability
- Openness and willingness to develop and grow in the position
- Excellent organisational skills including time management and the ability to establish priorities, use initiative and make decisions.
- Familiarity with office management procedures and basic financial principles to undertake procurement processes.
- Excellent knowledge of MS Office, office management software and working within an I-Cloud environment.
- Outstanding communication and interpersonal abilities.
- Demonstrated ability to work independently and in a team.
- Sets high goals or standards of performance for self and organisation. Results oriented as an individual and in a team.
- Accomplishes tasks through concern for all areas involved, no matter how small, checking processes and tasks, attention to detail.
- Demonstrated flexibility and willingness to assist with other duties as required.
- Knowledge of NKA I network and how the organisation works.
- Understanding of Iwi partnerships and kaupapa Māori education.

HEALTH AND SAFETY

- Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.
- Reports all hazards, accidents, near misses, or unsafe conditions to Pou Pakihi – Administration Manager and Pou Kōkiri – Chief Executive Officer as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.
- Is knowledgeable and complies with all Health and Safety At Work policies and guidelines.