



**JOB DESCRIPTION**  
TE WHARE ARATAKI  
KAIHAUTŪ POUMARUMARU

<b>POSITION</b>	<b>Te Whare Arataki: Kaihautū Poumarumarū</b>
<b>LOCATION</b>	<b>Home Based and Attendance at NKAI Hui &amp; Wānanga</b>
<b>REPORTS TO</b>	<b>Pou Arataki</b>
<b>TENURE</b>	<b>Permanent Position</b>
<b>SALARY RANGE</b>	<b>\$80,000 - \$100,000 per annum.</b>

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

**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**.

**Primary purpose of the Kaihautū Poumarumarū role**

The primary purpose of the Kaihautū Poumarumarū role is to support and strengthen the governance and leadership capacity of Ngā Kura ā Iwi Board of Trustees, Iwi, Hapū and Communities.

The Kaihautū Poumarumarū provides a range of high-level advocacy, coordination and project leadership services to Ngā Kura ā Iwi to lead an effective programme of governance support.

The successful person will have the ability to develop and implement strategies that support governance of kura which align to the achievement of NKAI’s vision, strategic goals and operational objectives.

**Key Responsibilities:**

- To work in conjunction with all Ngā Kura ā Iwi schools and their Iwi partners to develop, advance and progress the strategies and programmes prepared by Ngā Ringa Raupā Executives (NRRE) for implementation.
- Implement, monitor and report to the CEO on operational and project plans to inform decision making and support achievement of organisational objectives
- Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation
- Lead the implementation of key projects and initiatives to support the achievement of NKAI's strategic and operational objectives. The priority leadership areas to be led by the Kaihautū Poumarumarū are;
  - **Iwi-Community Leadership:** Support iwi, communities & boards to be effective leaders in their governance role.
  - **Advice and Guidance:** Give expert support and guidance to schools needing strategic and leadership advice including schools under statutory management.
  - **Education and Support:** Lead the development of a governance programme to support and grow the leadership capabilities of boards, iwi, hapū, and communities.
  - **Collaboration:** Collaborate professionally and effectively with key stakeholders such as NZSTA to nurture partnerships that provide value to NKAI.
  - **Whare Arataki Collaboration Network Support:** Work with Pou Tiaki to ensure that the Ohu Ruruku network is established to support board of trustee, iwi, and community leaders.
  - **Kāhui Taketake:** Manage and develop the Kāhui Taketake (kaumātua and iwi forum) to ensure the voice of this group is reflected in the operations of NKAI.
- Support the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- Support the CEO to deliver the goals and objectives as set out in the NKAI Strategic Plan and Annual Operational Plan.

### **Key challenges**

Anticipating and addressing issues and providing accurate advice on complex issues and legislation, sometimes within tight timeframes, given the need to collect and comprehend information from a range of sources whilst maintaining confidentiality and exercising diplomacy.

### **Working Relationships:**

The Kaihautū Poumarumarū is directly accountable to the CEO

The Kaihautū Poumarumarū will report to Ringa Raupā Exec and MOE via the CEO report and will provide expert plans, reports and advice






The Kaihautū Poumarumarū will interact with NKAI key stakeholders and will provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes

### Key Relationships

Enhance key relationships – Ngā Kura a Iwi Board of Trustees and their Iwi partnerships

### Capabilities for the Role

Below is a list of capabilities and the level required for this role. The capabilities in **bold** are the focus capabilities for this role. See below for further information.

NKAI Organisation Capability		
Capability Group	Capability Name	Level
 <p><b>Personal Attributes</b></p>	Display Resilience and Courage <b>Act with Integrity</b> <b>Manage Self</b> Value Diversity	Advanced <b>Advanced</b> <b>Advanced</b> Advanced
 <p><b>Relationships</b></p>	<b>Communicate Effectively</b> <b>Work Collaboratively</b> Influence and Negotiate <b>Deliver high level and proactive service to clients</b>	<b>Advanced</b> <b>Advanced</b> Advanced <b>Advanced</b>
 <p><b>Results</b></p>	Deliver results Plan and Prioritise <b>Think and Solve Problems</b> Demonstrate Accountability	Advanced Advanced <b>Advanced</b> Advanced
<p><b>Business Enablers</b></p> 	Finance <b>Technology</b> Procurements and Contract Management <b>Project Management</b>	Capable <b>Capable</b> Capable <b>Advanced</b>
 <p><b>People Management</b></p>	Manage and Develop People Inspire Direction and Purpose <b>Optimise Business Outcomes</b> Manage Review and Change	Capable Capable <b>Capable</b> Capable

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### 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 role's key accountabilities.

<b>Personal Attributes</b> <b>Act with Integrity</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Represent the organisation in an honest, ethical and professional way</li> <li>▪ Set an example for others to follow and identify and explain ethical issues</li> <li>▪ Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> <b>Communicate Effectively</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Present with credibility, engage varied audiences and test levels of understanding</li> <li>▪ Translate technical and complex information concisely for diverse audiences</li> <li>▪ Create opportunities for others to contribute to discussion and debate</li> <li>▪ Actively listen and encourage others to contribute inputs</li> <li>▪ Adjust style and approach to optimise outcomes</li> <li>▪ Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> <b>Influence and Negotiate</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Negotiate from an informed and credible position ☐</li> <li>▪ Lead and facilitate productive discussions with staff and stakeholders</li> <li>▪ Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>▪ Recognise and explain the need for compromise ☐</li> <li>▪ Influence others with a fair and considered approach and sound arguments</li> <li>▪ Show sensitivity and understanding in resolving conflicts and differences</li> <li>▪ Manage challenging relations with internal and external stakeholders</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Pre-empt and minimise conflict</li> </ul>
<b>Results Think and Solve Problems</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>▪ Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>▪ Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>▪ Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers Project Management</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Prepare clear project proposals and define scope and goals in measurable terms</li> <li>▪ Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>▪ Prepare accurate estimates of costs and resources required for more complex projects</li> <li>▪ Communicate the project strategy and its expected benefits to others</li> <li>▪ Monitor the completion of project milestones against goals and initiate amendments where necessary ☒ Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management Manage and Develop People</b>	Advanced	<ul style="list-style-type: none"> <li>▪ Ensure that roles and responsibilities are clearly communicated</li> <li>▪ Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</li> <li>▪ Develop team capability and recognise and develop potential in people</li> <li>▪ Be constructive and build on strengths when giving feedback</li> <li>▪ Identify and act on opportunities to provide coaching and mentoring</li> <li>▪ Recognise performance issues that need to be addressed and work towards resolution of issues</li> </ul>

### 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 Ngā Ringa Raupā Executive and Health and Safety Representative as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.

- Is knowledgeable and complies with all Ministry Health and Safety policies and guidelines.

### **Essential Skills**

- Fluent in Te Reo Maori me ōna Tikanga
- Has experience in supporting and mentoring education leaders
- Good Understanding of education systems in New Zealand, and relevant education legislation
- Good Understanding of iwi partnerships, kaupapa Māori education
- Knowledge of, and experience in working with both qualitative and quantitative data and analysis.
- Knowledge of how school principals operate and their responsibilities to meeting Ministry of Education, Education Review Office and Teacher Council requirements.
- Knowledge of NKAI network and how the organisation works
- Possible Iwi links already formulated with Iwi linked to the NKAI organisation
- Well established iwi links and networks.

### **Desirable qualities:**

- A tertiary qualification with a significant component in Education or other relevant disciplines is preferred
- Fluent in Te Reo Maori me ōna Tikanga