



Tō Mātau Moemoeā Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow

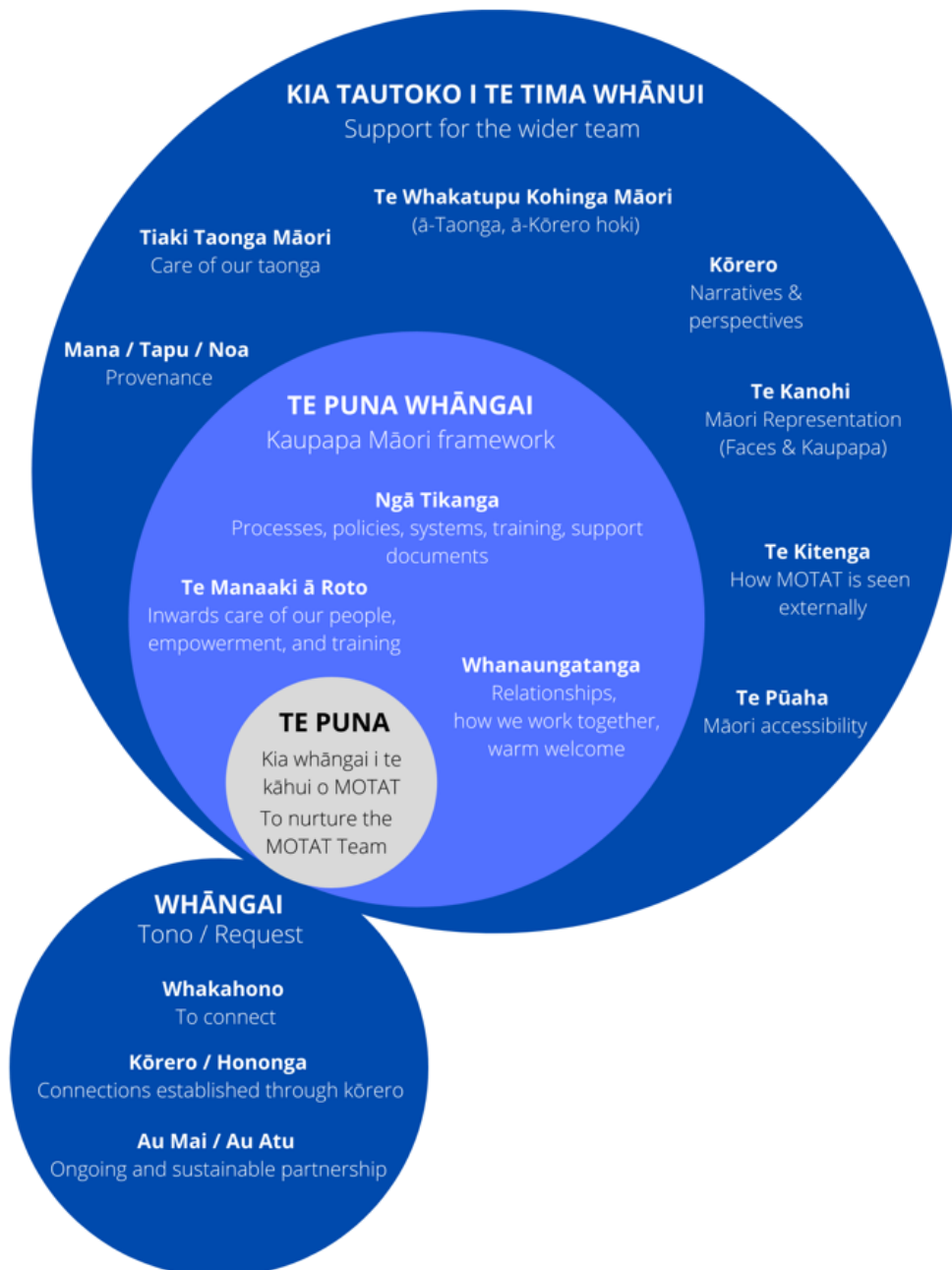
- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: People & Culture Coordinator - Kaupapa Māori

Reports to: People & Culture Manager

PURPOSE OF THE ROLE

Embracing a Māori worldview, the People & Culture Coordinator - Kaupapa Māori provides hands on support in nurturing te Ao Māori into the MOTAT Team.



RESPONSIBILITIES

KAUPAPA MĀORI

- Support the People & Culture team, specifically the People & Culture Advisor – Kaupapa Māori, to deliver objectives set out in Te Puna Whāngai Māori, MOTAT's Kaupapa Māori Framework.
- Coordinate the monthly Kaupapa Māori Committee hui, including the preparation and distribution of the agenda, minutes and supporting documents, sending calendar invites to committee members, booking spaces and ordering kai.
- Actively participate and engage in kōrero as part of the Kaupapa Māori Committee and provide support for outcomes or initiatives.
- Develop and promote a set of Kaupapa Māori guidelines to support the MOTAT Team with the implementation of tikanga Māori, including karakia for hui, pōwhiri processes, kōrero, karanga, waiata, whakataukī, macron shortcuts, and email greetings.
- Organise internal and external staff training and, where applicable, deliver training to identified groups; where internal training is necessary, booking of venues, catering, and preparation of resources, including Te Tiriti o Waitangi and cultural awareness trainings.
- Coordinate and/or deliver te reo Māori trainings for the team, as applicable. Training should be coordinated on an ongoing basis, incorporating active progression through the competency levels. This includes emailing the participants, keeping them aware of any changes in the schedule of training, sending calendar invitations, and keeping in regular contact with facilitators.
- Coordinate and provide support to the team in relation to onboarding new team members, including facilitation of Mihi Whakatau.
- Provide practical, accurate, and professional support to both staff and management in the application of tikanga Māori practices.
- Coordinate and provide support for MOTAT's exhibition openings, including team and board communication, catering, coordinating the logistics of the event, and providing a high level of guidance on the inclusion of tikanga Māori.
- Provide support and assistance to the wider team in relation to translation and transcreation services and approaches to the incorporation of te reo Māori within MOTAT's various programmes and spaces.
- Support the People & Culture Advisor – Kaupapa Māori in the coordination of cultural programmes, initiatives, and projects for the MOTAT Team, as required to support the continued development of the Museum.
- Work closely with the People & Culture Advisor – Kaupapa Māori to establish and maintain relationships with cultural advisors and institutions to assist with the ongoing development of the Museum.
- Work closely with the People & Culture Advisor – Kaupapa Māori to establish appropriate pathways to support and maintain positive iwi relationships.
- Keep up to date with cultural developments across the sector in relation to Kaupapa Māori, including regular participation in Kāhui Kaitiaki activities.
- MOTAT's commitment to you is that you will have time to contribute to your own iwi, hapū, and/or whānau to ensure your connections and ties remain strong and your cup is full. We encourage you to find opportunities to do this.

GENERAL ADMINISTRATION

- Process purchase orders and submit for approval as they related to Kaupapa Māori activities.
- Schedule, coordinate and attend inter-departmental and external meetings and MOTAT Team events that support the incorporation of Kaupapa Māori.

- Support the wider People & Culture team with coordination of new team member orientations and onboarding, planning team events, ordering care packages, and other ad-hoc general administrative tasks, as required.
- Get involved in People & Culture projects, as requested by the People & Culture Manager.
- Follow all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa's Code of Ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Kaupapa Māori tasks completed in a timely, accurate, efficient, and courteous manner.
- All enquiries responded to promptly and accurately and information is communicated in an effective and well organised way.
- Effective and timely completion of key deliverables, initiatives, and projects, to budget and on schedule.
- Managers and Team Members receive required information on time and in a format that is useful and appropriate.
- Meetings, trainings, openings, blessings and Kaupapa Māori events planned, well-organised and efficiently run.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	n/a
Internal Liaison:	Kaimahi Māori, Kaupapa Māori Committee, People Managers, MOTAT Team
External Liaison:	Cultural Advisors, Cultural Institutions, Iwi Affiliates, Training Providers, Suppliers

BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- Broad knowledge and understanding of Te Ao and Tikanga Māori.
- Intermediate level fluency of te reo Māori is a requirement.
- Demonstrated experience in developing Kaupapa Māori training programmes and/or materials couple with the ability to develop and conduct training for employees at all levels.
- Demonstrated understanding of Mātauranga Māori and Tikanga Māori as it relates to your lived experience, with the ability to engage those with other experiences of te Ao Māori.
- Outstanding interpersonal skills with a demonstrated ability to relate to people at all levels and an ability to develop positive working relationships.
- High degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Knowledge of Human Resource Management practices would be an advantage.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.

MOTUHĒHĒTANGA INTEGRITY

We will act ethically and with respect and transparency.

PŪMAUTANGA SUSTAINABILITY

We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.