



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

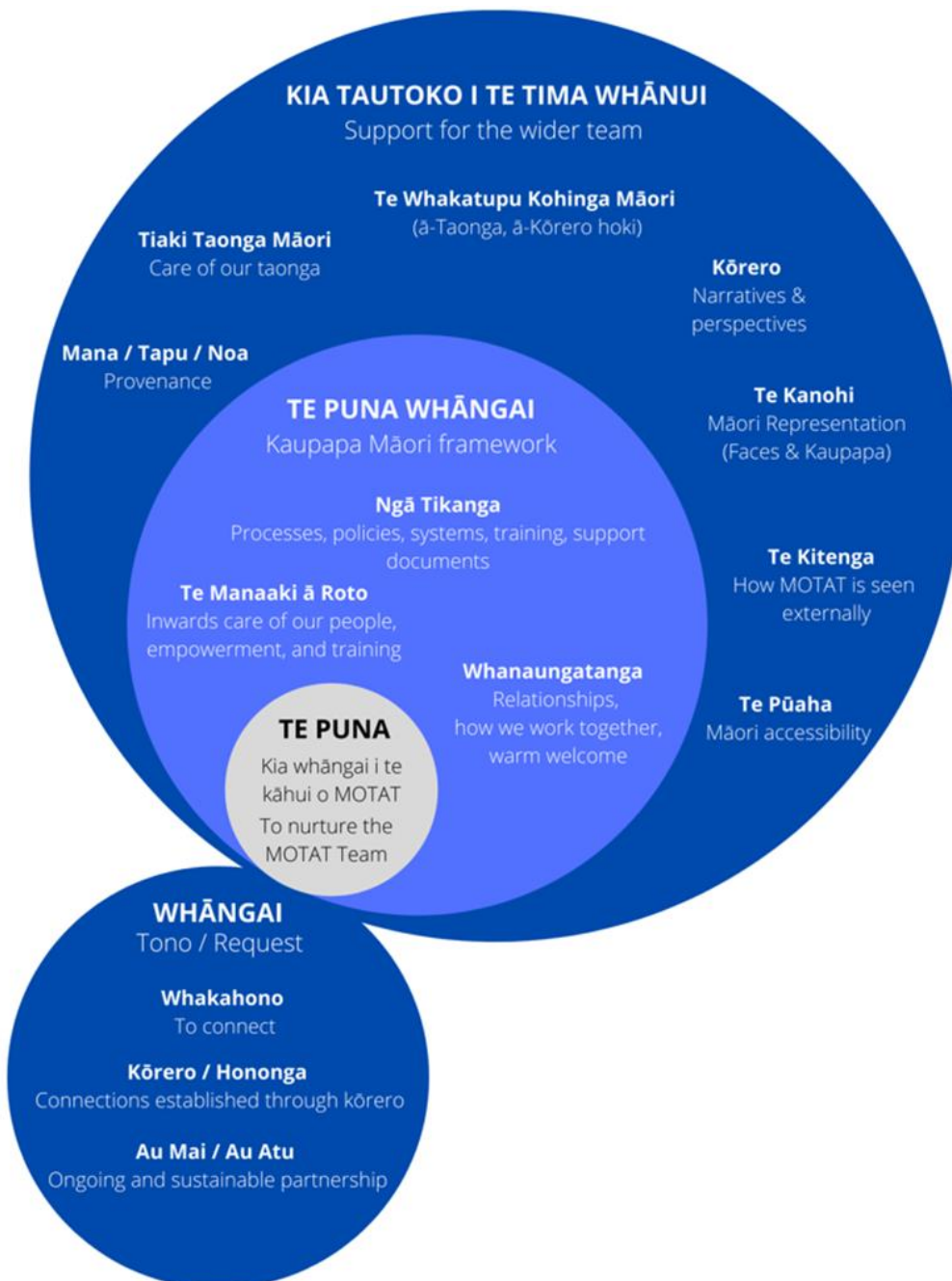
- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: People & Culture Advisor - Kaupapa Māori

Reports to: People & Culture Manager

PURPOSE OF THE ROLE

The People & Culture Advisor - Kaupapa Māori is responsible for nurturing te Ao Māori into MOTAT’s environment by designing, implementing, and advising on the objectives set out in Te Puna Whāngai Māori.



## RESPONSIBILITIES

### KAUPAPA MĀORI

- Drive the delivery of objectives set out in Te Puna Whāngai Māori, MOTAT's Kaupapa Māori Framework.
- Establish, promote and chair the monthly Kaupapa Māori Committee hui, including driving initiatives, assigning actions during and between hui to maintain momentum on key deliverables.
- Work closely with the People & Culture Manager to plan a strategic and consistent approach to internal and external staff training, including approach to te reo and tikanga Māori, cultural awareness trainings, and te Tiriti o Waitangi.
- Provide a high level of advice and guidance to Managers to encourage full participation and appreciation of Mihi Whakatau and warm, welcoming onboarding experiences for new team members.
- Provide practical, accurate, and professional advice to both staff and management in the application of tikanga Māori practices.
- Provide a high level of advice and guidance for MOTAT's programme development, including exhibitions, digital, public programmes, education programmes, external relations initiatives, on the appropriate inclusion of te ao Māori.
- Work closely with the People & Culture Coordinator – 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 Senior Management team, People & Culture Manager, and the People & Culture Coordinator – 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.
- Develop and deliver cultural programmes, initiatives, and projects for the MOTAT Team, as required to support the continued development of the Museum.
- Establish and promote the application of Kaupapa Māori guidelines to assist the MOTAT Team with the implementation of tikanga Māori.

### ADVICE & SUPPORT

- Provide advice and support to people managers and coordinators in the areas of employee relations, recruitment, selection and development, in particular as it relates to the implementation of the MOTAT Strategy 2019-2029 to achieve strategic goals and to assist the Museum in achieving its desired culture.
- Assist and guide managers with conflict resolution / employee relations to ensure issues are managed effectively and to minimise risk to organisational performance.
- Advise on human resources policy and provide support with procedures including recruitment, performance management, learning and development, etc.
- Proactively promote the application of and adherence to MOTAT People & Culture policy and procedures.
- Assist managers in the development of new position descriptions, applying a Māori worldview approach.
- Undertake problem solving activities in the area of MOTAT Team conflict, poor behaviour, and personal problems requiring support and/or counselling.
- Coordinate the smooth running of monthly Diversity & Inclusion Committee meetings, including distribution of minutes, agendas, and other support documentation.

### PEOPLE & CULTURE POLICY

- Keep up-to-date with developments, legislation, and regulatory changes and relevant Human Resources theory and methods and provide suitable interpretation to MOTAT Team.
- Contribute to the development and implementation of the People & Culture plans developed within the context of the annual plan and the strategic plan.
- Undertake policy review following consultation and research, ensuring necessary policies reflect contemporary People & Culture practices, adhere to the principles of Te Tiriti o Waitangi, and comply with legislative requirements.
- Coordinate onboarding and cross boarding activities, providing support to managers to effectively welcome their new team member into the team.

- Work with the People & Culture Manager to complete job size evaluations of paid roles in the Museum, as required.
- Implement and communicate organisation-wide People & Culture initiatives, as required.
- Support the People & Culture Manager in ensuring that MOTAT is able to position itself as an employer of choice by providing best practice People & Culture solutions covering all areas of the employee and volunteer lifecycle.

### HRIS, PROCESSES, AND SYSTEMS

- Maintain an accurate record of all employee and volunteer information in the HRIS systems.
- Proactively identify opportunities for new People & Culture processes, systems, and initiatives that will support the achievement of the Museum's strategic and operational objectives.
- Maintain an accurate record of the roles and responsibilities of all MOTAT Team Members and ensure that these are communicated and understood.
- Support the People & Culture Coordinator in the maintenance of information in the MYOB Payroll system, to ensure the Payroll team have the information required to run payroll.
- Learning & Development
- Develop learning and development programmes for the MOTAT Team, as required to support the continued development of the Museum.
- Develop processes whereby managers can provide internship and graduate opportunities within their teams.
- Undertake training needs analyses for Team Members, providing feedback and supporting individual employees and managers as required.
- Develop and maintain relationships with educational and tertiary institutions, to provide more opportunities for internship and graduate programmes across MOTAT.

### GENERAL

- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.
- Identify training and development needs through the Annual Performance Review System for yourself and the wider MOTAT Team.
- Proactively contribute to the development and delivery of People & Culture initiatives to ensure departmental objectives and outcomes are achieved.
- Contribute and represent the People & Culture team as an efficient, professional and capable team.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Follow all Museum policies and procedures including but not limited to the Health, Safety & Security Policy 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 framework is developed, communicated, and appropriately utilised across the team.
- New Kaupapa Māori are developed in accordance with sound cultural advice to ensure te Ao Māori is well represented across the Museum.
- 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 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.
- Confidentiality, security of data, and discretion is exercised and maintained at all times.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

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

## BUDGETARY AUTHORITIES

\$2000

## SKILLS & EXPERIENCE

- Broad knowledge and understanding of Te Ao and Tikanga Māori.
- Working knowledge and proficiency of te reo Māori with a strong commitment to building fluency.
- Demonstrated experience in developing Kaupapa Māori within a business context.
- Ability to develop and conduct training for employees at all levels.
- 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).

## Ō MĀTOU 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