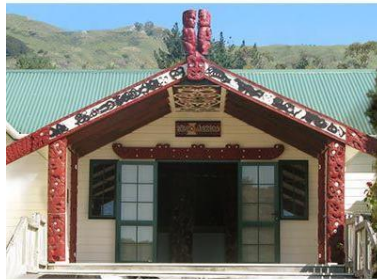




Job Description

Cultural and Communications Manager



Te Ahikā roa o Tama

Ngāti Tama traces their roots to the Tokomaru waka from Hawaiki, and takes their name from Tamaariki, one of the five co-captains aboard this vessel.

Over time, our ancestors have journeyed and settled in Nelson and Golden Bay under Te Pūoho ki Te Rangi and other Ngāti Tama Chiefs and Rangātira. They established permanent communities in Te Tau Ihu from Whangamoā in the east to Kahurangi in the West, and kept the home fires burning, maintained our mana and occupancy of our rohe and the intimate connections belonging to Te whenua o Te Tau Ihu o Te Waipounamu.

Ngāti Tama Ki Te Waipounamu Trust (NTKTWT) was established in April 2013 as a post settlement governance structure to receive, hold, manage and administer the Trust Fund for the benefit of Ngāti Tama ki Tau Ihu whanau.

The Trust Office is based in Nelson, central to the takiwa and extends from Whangamoā to Kahurangi.

Vision

Ka tu te Tangata o Ngāti Tama Ki Te Tau Ihu – To uphold the wairua, tikanga and mana of the iwi for future generations.

POSITION TITLE:	Cultural and Communications Manager
Location	Whakatu
Reports to	General Manager Ngāti Tama Ki Te Waipounamu Trust
Overall Purpose of Role	The purpose of the Cultural Manager role is to lead and manage the NTKTWT revitalisation projects and to preserve cultural values and ensure they are protected for the future.

KEY ACCOUNTABILITIES

CULTURAL REVITALISATION	<ul style="list-style-type: none"> • To lead, manage, implement projects including social mapping, Te Reo Strategy, Education Strategy and Kaumātua Forum • To develop, facilitate and implement kaumātua initiatives to ensure effective engagement and participation of kaumātua in strategic cultural outcomes • Liaison with Cultural Trustees to familiarise with work completed and projects underway • Liaise with kaumātua and Trustees to assess immediate cultural needs • Complete a cultural revitalisation needs assessment and prioritise needs in collaboration with General Manager • Develop annual workplans with milestones and key outcomes and action these plans according to agreed timeframes • Organisation all aspects of Cultural Wananga each year • Provide cultural guidance to management and staff • Develop social and health initiatives which would assist tamariki and whānau in reaching their full potential
COMMUNICATIONS	<ul style="list-style-type: none"> • Foster effective communication with staff, iwi trusts, marae, internal and external stakeholders • Have significant input in the production of regular Pānui to members • Become a trusted advisor within the Ngāti Tama whānau by providing honest communication and an ability to be flexible and adaptable • Develop and implement a digital media strategy which utilises a wide range of social media in order to support communication and encourage engagement and participation • Develop and foster on-going relationships with key internal and external stakeholders
DATABASE & DOCUMENT MANAGEMENT	<ul style="list-style-type: none"> • Develop and maintain a database of all cultural Taonga of Ngāti Tama ki Te Tau Ihu • Develop and maintain a GIS based sites of significance database • Involvement and oversight in archiving of historical documents
GENERAL	<ul style="list-style-type: none"> • Provide monthly reports to General Manager • Ensure financial commitments are approved and within budgetary constraints • Seek and prioritise funding and grants for appropriate initiatives

	<ul style="list-style-type: none"> Any other duties relating to this position which may be reasonably required by the employer
HEALTH AND SAFETY	<ul style="list-style-type: none"> Supports a culture of safety and zero harm through identifying and managing all Health and Safety issues, when organising any events and hui Ensures that the General Manager is informed of safety performance, safety programmes, compliance, risks and incidents including health and wellness issues affecting employees and members Ensure compliance with health and safety policy and standards Lead and participate in safety meetings when required

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Tertiary qualification or experience in a related field preferred Proficiency in Te Reo Maori and understanding of the tikanga and kawa of Ngāti Tama Demonstrated leadership ability in culturally sensitive situations Experience in communicating in both Maori and European media, social media, website, presentations, facilitating hui, etc. Experience in a similar role or at least five years' experience in people management or leadership Expertise in project management Well versed with Social Media, Office products and demonstrated ability in using technology, and internet based tools to build profile of NTKTWT and foster communication amongst members
CULTURAL INTERPERSONAL EFFECTIVENESS	<ul style="list-style-type: none"> Shows respect for Iwi and their unique relationship with the land and its people, show humility and kindness, gain trust and confidence of kaumātua, Trust Board members and the Ngāti Tama whānau Understands key concepts of manaakitanga, whanaungatanga, kaitiakitanga, rangatiratanga Has a passion for ongoing learning of Te Ao Māori, history and current issues
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> The preferred candidate would be of Ngāti Tama descent Excellent communications and interpersonal skills Excellent relationship and networking building ability Acts with respect, humility and professionally Experience in developing systems, processes and procedures and executions of strategy Used to providing great quality service and mahi Demonstrates the passion and ability to drive the Cultural revitalisation of Ngāti Tama ki te Tau Ihu

RELATIONSHIPS

EXTERNAL	<ul style="list-style-type: none"> • Te Tau Ihu Iwi • Local Government Authorities • Crown Agencies • Museums and custodial organisations • Historic Places Trust • Funding organisations such as Te Putahitanga o te Waipounamu • Te Piki Oranga • And any other relevant organisations
INTERNAL	<ul style="list-style-type: none"> • Whanau and Kaumātua of Ngāti Tama ki Te Tau Ihu • Management and Staff of NTKTWT • Trustees of the Ngāti Tama Cultural Trust • Trustees of NTKTWT • Members of NTKTWT • Marae committees

COMPETENCIES

Achieving Results	Maintains high standards of performance for self and others; assumes responsibility and accountability for successfully completing assignments or tasks; takes ownership of standards and excellence; dedicates required time and energy to assignments to ensure high quality work.
Collaboration	Develops and uses collaborative relationships to facilitate the accomplishment of work goals and seeks opportunities to proactively build effective working relationships with other people; behaves in a co-operative and supportive manner within the Iwi by actively contributing whilst remaining flexible to the needs of others.
Communication	Open communication approach; comfortable with dealing with relationships at all levels. High levels of confidentiality.
Decision Making	Identifies and understands issues, problems and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints and possible consequences.
Initiative	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive with implementing new ideas or potential solutions.
Technical Skills	Uses their specialist knowledge to add value to the Trust; makes effective use of the current tools and technology; uses specialist knowledge and experience to innovate/improve significantly the Trust's ability to achieve its goals.