

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Kaitakawaenga

Business Group	Te Mahau takiwā
Location	Regionally Based
Salary band	Field Staff

## Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga***  
***We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

The Kaitakawaenga works proactively with Māori tamariki, mokopuna and their whānau, hapū and iwi, educators and Learning Support colleagues to identify and eliminate barriers to access to learning support services for Māori students with special educational and developmental needs.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Kaitakawaenga you will:

- Leads Māori engagement and connections within the whānau home.
- Assist in development and implementation of specific activities to lift performance and quality in Māori Immersion Settings.
- Assist Ka Hikitia and Tau mai Te Reo in the workplace.
- Works with and alongside adults to develop appropriate communications, consultation and co-operation to promote a well-learning lifestyle for tamariki and rangatahi Māori requiring additional quality supports across all education settings.
- Ensures that whānau voice is understood, in key meetings with educators, Ministry specialist staff and agencies.
- Integrate Te Ao Māori and use subject matter knowledge and experience to strengthen cultural solutions for the learner and whānau.
- Advice and guidance to Ministry staff, educators, local Māori community and community groups to fulfil whānau aspirations.
- Work with and alongside Practice & Implementation Advisors to ensure that Māori perspectives across the four services are represented.
- Develop and maintain collaborative relationships with parents/caregivers/whānau and a range of professional partners, community and sector groups and support agencies
- Work effectively as part of a transdisciplinary team
- Regularly participate in and provide professional support and peer supervision as required
- Provide a service and support that is culturally responsive and protects the principles of Te Tiriti o Waitangi

You will make decisions in accordance with the Ministry's policies and delegations framework.

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## Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A relevant diploma qualification (minimum two years study) or higher
- Te Reo me ona tikanga, ability to build trusting relationships, communication and lived experience
- At least three years helping to build others capability in te reo Māori or three years working in the community in Māori development.

## Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in facilitating hui, powhiri, tikanga Māori.
- Experience in networking with iwi, hapu, runanga, whānau.
- Specialist knowledge of theory, research and practice related to the auraki education system and Māori Education from kohanga reo, kura kaupapa, wharekura and whare wananga.

## Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Proficiency in te reo Māori in order to communicate effectively when required at a level acceptable to the audience
- Ability to work effectively in Māori settings including the auraki education system and Māori education from kohanga reo, kura kaupapa, wharekura and whare wananga
- Ability to translate specialist knowledge into practical information that will assist in the development, provision and support of individual programmes in order to overcome barriers to learning
- Ability to work effectively with children and young people and their families/whanau, using a child and family centred approach, across a diverse range of settings
- Ability to develop and provide training
- Ability to coach and upskill others.

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### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	High
Pou Mana   Knowledge of Māori content	High
Pou Kipa   Achieving equitable education outcomes for Māori	High
Pou Aroā   Critical consciousness of racial equity for Māori	High

### Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2023
Approved By	HR Advisory team