

## 1. POSITION DESCRIPTION

<b>Position:</b>	<b>Kaituitui   Māori Capability Advisor</b>			
<b>Reporting to:</b>	Pouhere Kaupapa Māori   General Manager Māori Strategy and Partnerships			
<b>Location:</b>	National Office   Te Tari Matua			
<b>Staff responsibility:</b>	Number of direct reports	Nil	Number of indirect reports	Nil
<b>Last Updated:</b>	March 2026			

### Our Story – Tā mātou kōrero

“Te Rito” (the new shoot at the centre of the flax | harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their teachers | kaiako, and that our perspectives are shaped by the Aotearoa New Zealand context.

### Our Vision – Te pae tāwhiti

Shaping early childhood education so every child thrives and learns.

*Ārahina ngā tamarikitanga, kia puāwai i roto i tō rātou mātauranga ako mō ngā rā o mua.*

### Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, promotion, and delivery of world-class early childhood education for tamariki, whānau, teachers | kaiako and ECE services. We respond by being connected, contributing and agile to ensure successful learning happens together.

*Ko Te Rito Maioha he rōpū tikanga rua e manawanui ana ko te rōpū kei runga noa atu mō te reo tautoko i ngā tamariki, ngā whānau, ngā kaiako me ngā whare kohungahunga katoa. Ka tū māia mātou i roto i te mahi kakama, te mahi tūhono, me te mahi taunaki kia pumau te angitu o te ako ngātahi.*

### Our guiding beliefs | Ngā arataki whakapono

- Every child | tamaiti has the right to high-quality education that complements and supports their life and that of their family | whānau.
- Every child | tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education need access to high-quality teacher | kaiako education, advice, information and resources to support their professional decision-making and the wellbeing of children | tamariki and their families | whānau.

### Our Values – Ngā uara

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea te hāpai i ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

## **About us | Ko mātou**

Te Rito Maioha Early Childhood New Zealand (ECNZ) is an Incorporated Society of members committed to high quality early childhood education for every child. Established in 1963, the organisation is an influential leader in shaping today's early childhood sector through advocacy, policy, tertiary education qualifications and professional development programmes.

We advocate for early childhood education services and the teachers | kaiako who provide education to thousands of infants, toddlers, and children | tamariki. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services.

The organisation is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Thorndon, Wellington and our teaching staff are employed at 11 locations throughout Aotearoa New Zealand.

In 1990 we changed our name and a new constitution reflected our commitment to more equitable outcomes for all tamariki. A further name change in 2015 and refreshed brand indicates our commitment to strongly champion bicultural understanding and practice, which is evident through the content and design of our programmes, teaching, and learning. The organisation is committed to Te Tiriti o Waitangi as the foundation for its programmes and organisational practices and activities.

Our bicultural kaupapa, te reo Māori me ōna tikanga is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace students' whānau and communities across our programmes.

Te Rito Maioha is also a registered Private Training Establishment (PTE) with the highest Category One rating for a tertiary provider. We are accredited and approved by New Zealand Qualifications Authority (NZQA) to deliver a range of undergraduate, graduate, and postgraduate qualifications (levels 4-9), including specialist teacher | kaiako education, both nationally and internationally.

Since 1980 Te Rito Maioha has delivered undergraduate programmes. From the mid-2000s we commenced delivery of graduate and postgraduate programmes in early childhood education. From 2021 we launched delivery of undergraduate and graduate initial teacher education qualifications for the primary school sector.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers' | kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to online blended delivery of undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing a range of unique resources and services to our members.

**PURPOSE OF THE POSITION**

The purpose of the Kaituitui | Māori Capability Advisor is to support the Pouhere Kaupapa Māori (PKM) in the implementation, alignment and embedding of Te Kōkiri Tikanga ā-Ruā (the bicultural strategy) and related Māori and Pasifika initiatives across Te Tari Matua, and in connection with takiwā.

The role not only strengthens organisational cultural capability, supports internal alignment of bicultural commitments, and contributes to ensuring kaupapa Māori is consistently reflected in systems and practice across the organisation, but is the support person for National Office | Te Tari Matua to meet mahi outcomes for our National Office team.

**KEY ASPECTS OF THE POSITION:**

- Support implementation of Te Kōkiri Tikanga Rua and Te Moana nui a Kiwa initiatives under the direction of PKM.
- Strengthen cultural capability across Te Tari Matua.
- Support coordination of bicultural and Pasifika initiatives.
- Contribute to alignment between National Office and takiwā.
- Provide operational cultural advice to National Office business units
- Contribute and support the bicultural integrity of the organisation by bringing a cultural voice to our mahi.
- Support Te Tari Matua across business units to bring authenticity to tauira and membership services, marketing, learning design and resource materials.

**PRIMARY OBJECTIVES (include but are not limited to):**

OBJECTIVES	Responsibilities
<b>Implementation and Alignment</b>	<ul style="list-style-type: none"> <li>• Support the implementation of agreed actions arising from Te Kōkiri Tikanga ā-Ruā and Te Moana nui a Kiwa across Te Tari Matua.</li> <li>• Assist in coordinating activities to ensure initiatives are aligned and consistently applied.</li> <li>• Contribute to communication and alignment between National Office and takiwā in relation to kaupapa Māori initiatives.</li> <li>• Support the coordination and delivery of organisational bicultural initiatives and events such as Matariki, Te Wiki o te Reo Māori, kapa haka, Te Rōpū Korokī hui and tikanga rua awards, as delegated.</li> <li>• Work collaboratively with the Lead Advisor Pasifika Relations to support Pasifika language weeks and related initiatives.</li> <li>• Assist with planning and logistics for internal hui and events where a kaupapa Māori lens</li> </ul>

	is required.
<b>Cultural Capability Development</b>	<ul style="list-style-type: none"> <li>• Support Te Tai Matua/National office kaimahi to build confidence in te reo Māori me ōna tikanga through practical guidance and participation in organisational initiatives.</li> <li>• Encourage culturally aware behaviour, appropriate tikanga practices and correct pronunciation in day-to-day operations.</li> <li>• Model inclusive practice that reflects Te Tiriti o Waitangi commitments and organisational values.</li> <li>• Provide cultural advice and guidance to Te Tari Matua/National office business units to ensure kaupapa Māori is appropriately reflected in processes, communications and resources.</li> <li>• Peer review internal materials when requested to support alignment with organisational bicultural commitments.</li> </ul>
<b>Stakeholder and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain effective working relationships with Te Rōpū Korokī (Pouako and Kaimahi Māori), Curriculum Advisors Māori and Pasifika, and kaimahi across the motu.</li> <li>• Act as a connector to support alignment and information flow between National Office and takiwā in relation to kaupapa Māori initiatives.</li> </ul>
<b>Te Rito Maioha Values   Ngā uara</b>	<ul style="list-style-type: none"> <li>• Kaimahi demonstrate Te Rito Maioha Ngā uara in everything they do and with everyone they interact with.</li> <li>• Act with unity and purpose, supporting colleagues to achieve Te Rito Maioha's vision.</li> <li>• Adhere to our values and behaviours framework   Tō Tātou Oati Pūmanawa Tangata.</li> </ul>
<b>Organisational responsibilities</b>	<ul style="list-style-type: none"> <li>• A flexible approach to work is expected as some out-of-hours work will be required sporadically.</li> <li>• Actively and positively participate as a member of the team.</li> <li>• Proactively look for opportunities to improve Te Rito Maioha operations.</li> <li>• Adhere to all Te Rito Maioha policies and procedures, guidelines, and standards of conduct.</li> <li>• Develop and maintain effective work planning and professional development for areas of accountability.</li> <li>• Perform any other duties as required.</li> </ul>
<b>Quality, Compliance and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Take self-responsibility to adhere to all Te Rito Maioha policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to Te Rito Maioha.</li> </ul>

	<ul style="list-style-type: none"> <li>Actively seek to improve ways of working effectively and efficiently that makes a difference to our students   taura, members and stakeholders</li> <li>Embed a culture of continuous improvement and record activities of continuous improvement.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies</li> <li>Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner.</li> <li>Maintain knowledge of health and safety procedures and actively support safe work practices in your area of responsibility.</li> <li>Take reasonable care of your own health and safety and ensure that your actions don't cause harm to yourself or others.</li> <li>Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.</li> </ul>
<p><b>Tō tātou oati mō te Tiriti o Waitangi   Our Treaty of Waitangi Statement</b></p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi <i>E matua whakapono ana tēnei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i></p> <p>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction <i>Te nuku whakamua tō tātou hikoi tikanga ā rua i Yunga i te wana, i te ngākau māhaki, me te totika</i></p> <p>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community <i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tēnei hikoitanga</i></p> <p>We honour the history <i>Ka whakanuia te hītori</i></p> <p>We honour the diverse skills and knowledge required to sustain this partnership <i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi</i></p>	<ul style="list-style-type: none"> <li>Increasingly demonstrates appropriate use of culturally aware behaviour, including appropriate use of tikanga, protocols and correct pronunciation.</li> <li>Is actively involved in bicultural activity either through teaching and learning or professional development.</li> <li>Kaimahi and taura are confident in using te reo Māori every day.</li> <li>Tuakana, teina relationships are role modelled</li> <li>Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme.</li> <li>Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality.</li> <li>We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, students and visitors.</li> <li>We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership.</li> <li>Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua   Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.</li> </ul>

**LIMITATIONS ON AUTHORITIES**

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations policy.

## **WORKING RELATIONSHIPS**

### **Internal**

- National Office Kaimahi
- Pouhere Kaupapa Māori
- Te Rōpū Korokī (Pouako and Kaimahi Māori)
- Curriculum Advisors Māori and Pasifika
- Lead Advisor Pasifika Relations
- Kaimahi across the motu

### **External**

- Community organisations and stakeholders as delegated by the Pouhere Kaupapa Māori

## **PERSON SPECIFICATION - Knowledge, Skills and Experience**

- Strong knowledge of Te Ao Māori, te reo Māori me ōna tikanga.
- Experience supporting cultural capability development within an organisational setting.
- Experience coordinating initiatives and small projects.
- Proven ability to build effective working relationships and work collaboratively.
- Strong planning, prioritisation and organisational skills.
- Effective written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office applications.
- Willingness and ability to travel within New Zealand as required.
- Ability to have a flexible approach to work hours as some out of hours work will be required

## **Behavioural competencies – How we do things around here:**

<b>Key Competencies</b>	<b>Description</b>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Displays strong interpersonal skills and the ability to relate well to people at all levels.</li> <li>• Proactively builds and maintains constructive working relationships with key internal and external stakeholders.</li> <li>• Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs.</li> <li>• Written communication has clarity, fluency, impact and conciseness.</li> </ul>

Key Competencies	Description
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Makes a personal effort to be an active member of a team.</li> <li>• Works co-operatively with team members.</li> <li>• Informs other team members of relevant information and decisions which may impact on their work.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Demonstrates a strong eye for detail.</li> <li>• Thorough and analytical when approaching problem solving and testing activities.</li> </ul>
<b>Results Orientation</b>	<ul style="list-style-type: none"> <li>• Plans and achieves required results without prompting.</li> <li>• Takes full responsibility for making things happen within own area of control or where parameters are clearly defined.</li> <li>• Uses time and resources effectively.</li> </ul>
<b>Work Management</b>	<ul style="list-style-type: none"> <li>• Works independently and with a high degree of initiative and self-motivation.</li> <li>• Effectively prioritises and manages own work.</li> </ul>
<b>Service Orientation</b>	<ul style="list-style-type: none"> <li>• Takes action in response to customer enquiries, requests or complaints.</li> <li>• Focuses on continuous improvement of the quality of services delivered.</li> <li>• Builds and maintains good customer relationships and ensures customer satisfaction.</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual.</li> </ul>
<b>Te reo Māori me ōna tikanga Māori</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to research own whakapapa, pēpeha.</li> <li>• Demonstrates commitment to the organisation's bicultural kaupapa.</li> <li>• Actively advocates tikanga Māori practices and protocols.</li> </ul>

**Change to Position Description:** From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.