



# JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>Kaitohu ā-Rohe</b> [Regional Director]
<b>BUSINESS GROUP</b>	Senior Leadership Team
<b>REPORTS TO</b>	Pou Whakahaere ā-Motu
<b>DIRECT REPORTS</b>	Lead Trainers x District Administrators, District Coordinators
<b>DELEGATIONS</b>	Fiscal (Budget management) as agreed
<b>LOCATION</b>	<b>Aotea - Ikaroa</b>

## About Te Kohanga Reo Trust Board

Te Kōhanga Reo National Trust Board was established in 1982 and formalised as a charitable trust in 1983. The Mission of the Trust is the protection of te reo, tikanga me ngā āhuatanga Māori by targeting the participation of mokopuna and whānau into the Kōhanga Reo movement and its vision is to totally immerse Kōhanga mokopuna in te reo, tikanga me ngā āhuatanga Māori.

Since the opening of the first kōhanga reo in 1982, the organisation has made a significant contribution to the revitalisation of te reo Māori and mokopuna and whānau development. There are 450 Kōhanga Reo across New Zealand with nearly 8500 mokopuna enrolled.

The Trust Board, as the governing body, has therefore had a key role in providing the support needed by Kōhanga Reo. This support has involved specific investment in mokopuna, whānau, and their cultural infrastructure of language, kinship, relationship management, whānau learning, and whānau decision-making.

Te Kōhanga Reo National Trust is implementing a culture in the workplace that reflects Health and Safety awareness for all; according to the Health and Safety Act 2015.

## Position Purpose

Reporting to the Pou Whakahaere ā-Motu this position is part of the Senior Leaders Team and as Kaitohu ā-Rohe the position has responsibility for the planning and co-ordination of the quality and service delivery within and across the region. The Kaitohu ā-Rohe is expected to support their team in the implementation of day-to-day support to Kōhanga Reo operations, training and development.

A high-level of consistency in leadership practice is essential to drive improvement and support the achievement of targets and expectations; which will be modelled on results based accountability process. The trust will be working towards standardisation of practice. This is a critical development for this role and policy implementation is a key focus. A large component of the role is to encourage and achieve high quality outcomes for customer satisfaction – that is Kōhanga whānau

Team management includes providing clear direction and leadership, coaching including through performance appraisal; to guide, grow and promote a positive cultural working environment.

The Kaitohu ā-Rohe will manage the resources within the region effectively and ensure regular maintenance and compliances are met to safeguard the assets of the kaupapa.

The Kaitohu ā-Rohe will provide the local context for Te Kōhanga Reo National Trust to build strong positive relationships with Team, iwi leaders, community leaders, and government officials within the regional settings.

The Kaitohu ā-Rohe is expected to provide daily updates to the Pou Whakahaere ā-Motu on all service issues; as appropriate. Where there is a need to elevate matters of risk to the organisation and its business this must be treated as a priority on a 'no-surprises' basis.

The Senior Leaders Team is responsible for building capability, efficiency and effectiveness throughout their respective region. To ensure the leadership structure is well maintained, members of this team will be forward looking thinkers who have management practice capability, are highly skilled and can contribute to the strategic development and ensure operational quality and service delivery. Members of the Senior Leaders Team collectively will provide well-considered advice and support for the organisational growth of Te Kōhanga Reo.

## Key Accountabilities

Accountabilities	Requirements	Performance Indicators
Strategic ability and agility	<p>Ability to assess/analyse data and information; identifying trends and possible future consequences</p> <p>Has broad understanding to grasp local knowledge / perspectives that may impact on Te Kōhanga Reo, either regionally or nationally (i.e. Iwi Educational strategies / Reo development). Where requested, tests possibilities for problem solving at a regional level.</p> <p>Communicates with the Pou-whakahaere ā Motu to convey any immediate crisis, risks or competitive consequence; therein providing support and advice.</p>	<p>Prepares business plans that implement the strategic priorities set</p> <p>Informs and advises against business objectives to assist the Pou Whakahaere ā-Motu set strategic priorities.</p> <p>Provides operational activity reports against the business plans and strategic priorities.</p> <p>Identifies risk and performance against strategic objectives.</p>
Managing vision and purposes	<p>Contributes to, and communicates vision and sense of core purpose to team to articulate the Trusts vision for growing the kaupapa and principles as set by the Board</p> <p>Is highly motivated in leading the vision and purpose of the kaupapa of Te Kōhanga Reo</p>	<p>Able to confidently and positively articulate the vision and purpose of the movement in all communication.</p> <p>Creates a positive environment for collective involvement in the Senior Leaders Team</p>
Integrity and trust	<p>Is widely trusted, maintains professional standards and keeps confidence of the Trust</p> <p>Is an open communicator and good listener.</p>	<p>Communicates in an open and honest manner</p> <p>Models integrity and trust to team</p>
People capability	<p>Builds a connection with all members of the team through regular catch-ups, constructive feedback and performance appraisals.</p> <p>Implements good communication skills and support to create a good positive and cultural working environment for Team wellbeing</p> <p>Ensure safety in the workplace at all times.</p>	<p>Reports regularly to the Pou Whakahaere-a- Motu and completes annual performance appraisals on time.</p> <p>Highlights good practice and team is well informed and connected.</p> <p>Working environment maintained to a high standard to ensure Health and Safety of staff at all times; including regular workstation assessments</p>

Financial Management	Manage monthly cash flow reporting against annual budget allocation	Financial and variance reporting are submitted correctly; and in a timely manner
Stakeholder and relationship management	Maintain effective relationships and networks to support Te Kōhanga Reo.  Identify key groups to engage with; and keep Pou-Whakahaere a Motu advised of potential 'new engagements'  Encourage progression of team by involvement in meetings with key	Te Kōhanga Reo Trust is held in high regard by all key stakeholder groups  Pou Whakahaere ā-Motu is kept abreast of new engagements  Successful relationships with stakeholders demonstrated by achieving strategic goals.
Health and Safety	Promotes the management of health and safety in the work place and supports the team members  Encourages a safe working environment at all times	Safe working practices are implemented  Team complete Health and Safety training
Information Technology Communications	Implements Te Kōhanga Reo National Trust information systems and IT networking environment at a regional level  Provides feedback, as appropriate to support continual improvement of IT process and advance the efficiency and effectiveness of the systems.	Regular IT systems needs are regularly reviewed.  Recommendations reported to the Pou whakahaere-a-Motu.
Operational Effectiveness	Contributes to the development of systems and processes that support the organisations strategies for implementing the change management in and across work practices  Improve regional performance through implementing and sharing best practice initiatives  Oversee the application of 'best practice' standards in the service delivery arena ensuring the 'team' is adequately supported to provide an excellent standard of service.	Change management is evident across the organisation and reflected in the region  Team is well informed and confident in their delivery of service  Best practice is shared
Attention to Detail	Is able to provide attention to detail to all aspects of a task or process.  Takes a methodical approach when attending to a task or process.	Systems are implemented and monitored to ensure errors are minimised

## Behavioural Competencies

<p><b>Māori Language</b></p> <p>Demonstrates Māori Language proficiency in communications</p>	<p><b>Level 1</b></p> <p>Uses basic Māori language greetings and simple sentences. Able to pronounce Māori words correctly.</p>	<p><b>Level 2</b></p> <p>Māori language is the main medium of communication. Confident using Māori day to day, may have some grammatical errors.</p>	<p><b>Level 3</b></p> <p>Proficient speaker of Māori language. Role models and inspires others to speak Māori.</p>
<p><b>Kōhanga Focus</b></p> <p>Demonstrating Kōhanga focus is about acting with the customer in mind (internal or external) and ensuring kōhanga are at the centre of everything we do</p>	<p><b>Level 1</b></p> <p>Responds quickly to kōhanga request for information. Is able to provide timely advice when required.</p>	<p><b>Level 2</b></p> <p>Builds effective relationships with kōhanga. Ensures best practice is maintained in all dealings with kōhanga. Provides evidence based responses to kōhanga queries.</p>	<p><b>Level 3</b></p> <p>Seeks kōhanga input to improve outcomes. Ensures best outcomes for kōhanga are at the centre of all decision made. Resolves all kōhanga queries in a timely and supportive way.</p>
<p><b>Whakamana i te Kaupapa</b></p> <p>Demonstrates a commitment to the principles of Kōhanga Reo</p>	<p><b>Level 1</b></p> <p>Has a good understanding of ngā pou e whā, Te Korowai and Te Whāriki.</p>	<p><b>Level 2</b></p> <p>Able to correctly articulate the principles that underpin kōhanga. Has a good understanding of the history of kōhanga reo. Able to demonstrate commitment to Kōhanga.</p>	<p><b>Level 3</b></p> <p>Able to demonstrate a commitment to the principles of kōhanga. Able to provide leadership on matters pertaining to ngā pou e whā, Te Korowai, Te Whāriki and Te Ara Tūāpae.</p>

## Key Working Relationships

### Internal

- Chief Executive
- Strategic Leadership Group
- All Trust Team
- All Kōhanga Reo whānau

### External

- Government agencies
  - Particularly MOE, MSD, TPK, MOH
- Business sector; where appropriate
- Iwi/ hapū and other Māori organisations
- Not for profit agencies

## Candidate Requirements

The ideal candidate will possess the following qualifications and or experience:

<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ Applicant should hold a relevant qualification at degree level or above; and/or equivalent long service / experience in management practice</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ A minimum of 5 years of relevant work experience, with significant expertise in operational management or working at a senior level in a Māori organisation.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>▪ Competent speaker of Te Reo Māori</li><li>▪ Practical knowledge and application of ngā tikanga Māori</li><li>▪ English language proficiency (written and oral)</li><li>▪ Advanced knowledge and understanding of the kaupapa of Kōhanga Reo</li><li>▪ The ability to coach and influence change with people</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>▪ A strong people leader with an engaging leadership style and a genuine focus on the development of a team approach</li><li>▪ Credibility with the ability to maintain relationships with key stakeholders.</li><li>▪ Excellent communication and presentation skills.</li><li>▪ A professional standard in personal appearance at all times during business hours</li><li>▪ Real team player with requisite skills matched with humility and strong EQ skills</li></ul>