

**POSITION DESCRIPTION: Manager, Māori Strategy and Partnerships | Mātai Aronui**

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| **Job Band:** | 6 |
| **Team:** | Māori Strategy and Partnerships |
| **Reports to:** | Senior Manager, Māori Strategy and Partnerships |
| **Direct Reports:** | Up to 3 |
| **Status:** | Third Tier Management - Full Time, Fixed Term  |
| **Location:** | Auckland or Wellington, and flexible working arrangements in a Covid environment |

*Mahia te mahi hei painga mō te iwi (Do the work for the benefit of the people) - Te Puea Hērangi*

*He Toi Whakairo, He Mana Tangata (Where there is artistic expression, there is human dignity)*

# JOB PURPOSE

The Manager, Māori Strategy and Partnerships is responsible for:

1. **Leading the implementation of CNZ’s national strategy for Māori Arts *Te Hā o ngā toi Māori***. In doing so, the Manager willwork with the MSP Team and other Third Tier Managers and their teams across Creative New Zealand, whilst managing a programme of work using CNZ systems and tools, reporting internally and to Komiti Māori and Arts Council and consulting with the Māori arts sector on issues, opportunities and developments;
2. **Advocating the value of ngā toi Māori and for Māori artists and Māori arts development,** internally and externally;
3. **Creating and enhancing relationships** and partnerships to increase opportunities for Māori artists, practitioners and the Māori arts sector
4. **Actively supporting the developing kaupapa Māori agenda** (towards equitable opportunities and outcomes for Māori) and lifting cultural capability across the organisation by ensuring the Māori voice across all of our strategic work and through meaningful engagement in Te Kaupapa o Toi Aotearoa (organisational culture development initiative);
5. **Deputising for the Senior Manager Māori Strategy and Partnerships** and representing CNZ when necessary or required.

# CREATIVE NEW ZEALAND – ARTS COUNCIL OF NEW ZEALAND / TOI AOTEAROA

Creative New Zealand is the national arts development agency of Aotearoa. Our support for New Zealand’s arts sector is provided primarily through our funding programmes. We fund across a variety of artforms: craft/object, dance, inter-arts, literature, multi-disciplinary, music, ngā toi Māori, Pacific arts, theatre and visual arts. We also support the professional development of artists and their practice, and the management of organisations so they can grow their audiences and markets. Complementing our funding and development work, we also advocate for the value of the arts to New Zealanders.

Our eight values describe the actions and behaviours the arts sector, our partners and the public can expect from us as we work with them. They guide our conduct and decision making:

* *Mana Toi* — we champion the role of the arts and the contribution artists make to our lives.
* *Mana Māori* — we recognise and support the role of Māori as tangata whenua in the arts.
* *Mana Pasifika* — we recognise the arts of the Pasifika peoples of New Zealand.
* *Tauiwi* — we recognise New Zealand’s distinctive cultural and social diversity and work to ensure arts opportunities for all.
* *Mahitahi* — we work together with others so we can achieve more, including exploring the big picture and sharing what we learn.
* *Te Taumata* — we set high standards for our work.
* *Tauutuutu* — we are open, frank and respectful in our relationships.
* *Manaakitanga* — we are welcoming and responsive to all.

# TE HĀ O NGĀ TOI MĀORI ARTS STRATEGY

Our aspirations for the future of Māori arts are based on the **vision** of *‘Ngā toi Māori is visible everywhere and highly valued, as part of New Zealand’s distinct identity, which is admired globally’* and **outcomes**, the difference we want our work to make, informed by the aspirations of the Māori arts community:

* Increased and strengthened ngā toi Māori (Māori arts) practice development opportunities
* Greater public access to, engagement with and visibility of ngā toi Māori
* A stronger sector and greater support for ngā toi Māori and mātauranga Māori

# MSP TEAM PURPOSE

The Māori Strategy and Partnerships (MSP) team is responsible for leading the development and implementation of Te Hā o ngā Toi Māori Arts Strategy 2019 – 2024:

1. working with teams across Creative New Zealand to deliver positive tangible outcomes for the Māori arts sector through our work in policy and research, Investment and Arts Grants, advocacy, capability building, international and special opportunities programmes; and
2. proactively collaborating with others including the Māori and wider arts sector, Government organisations and arts, culture and heritage agencies to increase opportunities for Māori artists and the sector.

Working closely with the Manager Te Kaupapa o Toi Aotearoa, we will contribute to the development and implementation of a comprehensive plan to increase the cultural competence of Creative New Zealand (organisation and staff); and improved delivery for Māori and all New Zealanders under a Treaty of Waitangi framework, in collaboration with the Senior Leadership Team, Chief Executive, statutory Māori Komiti and the Arts Council.

**JOB ACCOUNTABILITIES**

| **KEY RESULT AREAS** | **CRITICAL TASKS** | **PERFORMANCE INDICATORS** |
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| **Deliver Te Hā o ngā Toi Māori Arts Strategy** (Job Purpose 1) | Manage the Māori Strategy and Partnerships team to deliver priority actions under the implementation plan for Te Hā o ngā Toi.Review the direction and working with the Senior Manager, MSP, lead adjustments in response to changes in the conditions and wider environment to ensure the strategy is relevant to the current and future needs of the Māori arts community  | * Feedback on the quality, accuracy and timeliness of the team’s input across CNZ is regularly sought, and positive feedback is received.
* The Māori Strategy & Partnerships team is valued and recognised across the organisation for their expertise and mana enhancing approach.
* The Māori Strategy & Partnerships team form trusting and enduring relationships within and beyond the organisation.
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| **Progress the implementation plan** (Job Purpose 1) | Progress the effective implementation plan of all priority actions.Working with the Senior Manager, MSP prepare and refresh the implementation plan – setting out the actions for the period in detail, ensuring that progress is measured, monitored and regular reporting is provided to Komiti Māori and the Arts Council | * Delivery of milestones to timelines as set out in the implementation plan
* Projects are well-delivered with effective people, project, budget, contract management using CNZ management systems, processes, templates
* Regular reporting is in place with progress measured and communicated with key stakeholders
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| **Support a connected Māori Arts Community**(Job Purpose 1&2) | Develop and implement programmes and initiatives that nurture and nourish the Māori arts community to help build a more connected and resilient Māori arts community and sector. Lead and /or participate in initiatives and programmes with other government agencies, local authorities, organisations and communities that drive value for Māori arts | * Feedback from the Māori arts community
* Value-creation and impact of programmes and initiatives with measures in place to understand effectiveness and impact.
* CNZ is seen by Government as a key partner in Māori arts development, advancing the cultural aspirations of Māori, and the operational capacity and networks across Aotearoa to advance significant work.
* The Māori Arts community trusts CNZ because it sees the value in working in a way that embraces mātauranga, tikanga and te reo Māori and has senior level commitment delivering important work.
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| **Māori Advocacy** (Job Purpose 2) | Support CNZ to effectively advocate for equitable opportunities and outcomes for Māori artists and Māori arts development by:* Ensuring CNZ captures valuable and useful data on Māori to inform our work and the sectors work
* Ensuring CNZ gathers data and information that helps us to understand the strengths and fragilities of the ngā toi Māori sector and opportunities for advancement
* ensuring CNZ’s policies, programmes and initiatives are relevant to and effectively communicated to Māori;
* linking internally and across Government to identify and promote partnership opportunities that will lead to positive change for Māori, for the benefit of all New Zealanders;
* attending hui, public meetings, conferences, agency meetings and forums where the presence of CNZ is required to represent both CNZ and the interests of Māori arts
 | * Advocacy measures are in place to understand effectiveness and impact
* CNZ understands and can describe the benefits of thriving Māori arts for Māori and all New Zealanders and can communicate these benefits internally and across Government
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| **Strategy, Planning, Monitoring and Project Implementation**(Job Purpose 1&4) | Lead the Māori Strategy & Partnerships team’s input on CNZ strategy, policy and projects:* contributing to strategy and project development/advice, implementation, monitoring and evaluation;
* producing robust, well-written reports and policy papers.
* Analyze data and produce reports for organisation, agency and ministerial need.
 | * High-quality, accurate, well researched and timely design of strategy, plans and projects are prepared and communicated.
* Demonstrate keeping up-to-date with developments and thinking in ngā toi Māori policy
* Contributions are completed to a high standard and delivered within agreed timeframes.
* Contributions are relevant to CNZ’s requirements in these areas and add value to both the work and its outputs.
* Quality, accurate advisory reporting to senior leadership, Council, Agency and Ministerial leadership
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| **Partnerships with other Government Organisations and Agencies**(Job Purpose 3) | Support CNZ to lead/deliver partnered strategies and initiatives with other Government organisations and Agencies that contribute to Māori arts development and capability by:* providing advice to support CNZ’s strategic partnership strategy for Māori;
* scanning for relevant external opportunities initiated/led by others and identifying how CNZ can contribute/partner (if not already involved);
* working in partnership to design and develop strategies, projects and plans that have positive impacts on Māori arts.
 | * Positive outcomes for Māori arts and artists/practitioners are delivered through effective partnerships with other Government organisations and arts, cultural and heritage agencies.
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| **Toi Huarewa Participation**(Job Purpose 4) | Participate as an active member of Toi Huarewa, an advisory group that provides Māori culture leadership and support across CNZ. | * Toi Huarewa is valued across the organisation and recognised for their expertise and mana enhancing leadership.
* Toi Huarewa form trusting and enduring relationships within and beyond the organisation.
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| **Develop Māori cultural capability in Creative New Zealand**(Job Purpose 4) | * Working with the Manager of Te Kaupapa o Toi Aotearoa, contribute to the development of CNZ`s responsiveness to Māori and opportunities working across CNZ teams to achieve CNZ’s strategic outcomes.
* Actively ensure implementation of Māori responsiveness into programmes and delivery.
* Develop understanding and skills across CNZ teams and projects to articulate a Māori perspective and work effectively with Māori, especially in relation to Mātauranga Māori frameworks.
* Support staff knowledge, understanding and implementation of Māori values
 | * Support Māori Strategy & Partnerships in the development of Māori responsiveness across CNZ, including early involvement in projects / policy development / special initiatives as appropriate.
* Understand and apply appropriate ways of consulting with and working with Māori.
* Ensure that there are up-to-date systems in place to capture accurate and useful data and monitor CNZ’s progress in responsiveness to Māori.
* Demonstrate knowledge and strong appreciation for kaupapa and Tikanga Māori and mātauranga Māori whenever appropriate.
* Participate in, coach and encourage others in te reo Māori use in everyday language.
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| **Pasifika Responsiveness**(Job Purpose 4) | * Contribute to the development of CNZ`s responsiveness to Pasifika.
* Actively ensure implementation of Pasifika responsiveness into programmes and work undertaken as appropriate.
* Develop understanding and skills to work effectively with Pasifika.
* Assist clients to improve their responsiveness to Pasifika.
 | * Support Māori Strategy & Partnerships in the development of Pasifika responsiveness in the team.
* Seek to understand and apply appropriate ways of consulting with and working with Pacific peoples.
* Demonstrate understanding and empathy of Pasifika responsiveness.
* Participate in Pasifika cultural competence training.
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| **Contribution to Creative New Zealand**(Job Purpose 4) | * Collectively lead, as an active member of the third-tier leadership team, responsible for delivery that impacts and improves the team, function and CNZ’s performance, ensuring that decisions support the best interests of CNZ first.
* Create an environment of open communication sharing information to keep each other informed, points of view are aligned, exchanging ideas and opinions to enable the best decision making.
 | * Participation at management level is constructive and proactive.
* Use approaches that build understanding, commitment and agreement to outcomes rather than using hierarchy and roles to achieve results.
* Act as a positive role model for staff at all times, displaying positive, collaborative ways of working.
* Positively influence CNZ staff to develop new ways of thinking and new ideas.
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# KEY RELATIONSHIPS

***Internal:***

* Senior Manager, Māori Strategy & Partnerships and team
* Staff with direct relevance and connection to ngā toi Māori
* Toi Huarewa (roopū of staff who identify as Māori)
* Statutory Komiti Māori

***External:***

* Māori artists, practitioners, leaders, arts organisations and communities
* Arts, culture and heritage agencies and organisations and leaders
* Relevant agencies including Manatū Taonga Ministry for Culture and Heritage, Ministry of Foreign Affairs and Trade, Ministry for Business, Employment and Innovation, Te Puni Kōkiri, NZ Story Group, Department of Conservation
* Iwi and hapū
* Local authorities, in particular, those with a high population of Māori
* Partners and strategic relationships

# EDUCATION, SKILLS, KNOWLEDGE, EXPERIENCE

* A strong understanding of strategy and operationalising it
* Lived experience in Te Ao Māori with the ability to incorporate mātauranga me tikanga Māori into your mahi and across the organisation
* Excellent written and verbal communication skills including experience in board reporting
* Ngā toi Māori sector knowledge and experience
* Project management and developing efficient systems and processes
* Commercial acumen and experience managing budgets
* Critical thinking and problem solving skills
* Experience in managing legal and/ or contractual documents
* Knowledge of the machinery of Government
* Leadership through the value of manaakitanga to those we work with and serve
* Knowledge of Te Tiriti o Waitangi and provide guidance for Creative New Zealand’s work.

# *Education*

* A relevant tertiary qualification in public policy, social sciences (or similar fields), or significant on-the-job experience in relevant fields.

# *Competencies*

* Manaakitanga
* Te Tiriti o Waitangi
* Team leadership and teamwork
* Strategic advice and Influencing
* Board paper writing to quality standard
* Monitoring and reporting
* Ability to design projects and initiatives and drive their implementation
* Kaupapa focused, resulted oriented