



Te Whakaaturanga o te Tūranga – Pou Tūhono | Te Kura Wānanga Connector

Position	Pou Tūhono a Te Kura Wānanga	Directorate	Te Kura Wānanga
Reporting to	Kaiwhakahaere Matua	Team	Te Kura Wānanga
Direct reports	None	Grade	Grade 17

Mō Mātou | About us

We are Aotearoa's leading distance learning provider, delivering flexible and convenient learning solutions for people all over the motu (country). We use emerging technology to enrich ākonga (learner) experience and enhance their success.

Ōu tāpaetanga ki te Kuratini Tūwhera | Organisation contribution

Through this position you are required to give effect to:

- **Te Tiriti o Waitangi.** Demonstrate commitment to Te Tiriti o Waitangi by building and maintaining authentic relationships with Māori, ensuring the protection of Māori rights and aspirations, and enabling active Māori participation. This includes creating and sustaining a workplace culture that is inclusive, culturally grounded, and responsive to the needs and values of Māori across the institute.
- **Ākonga at the Centre.** Through prioritising the learning experience, wellbeing, and success of our ākonga in our decision-making processes.
- **Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the needs of Māori, Pasifika, disabled learners and their whānau.
- **Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.
- **Health and Wellbeing.** Commit to fostering a workplace culture that prioritises the health, safety, and wellbeing of everyone.

Nga Whāinga | Purpose

Te Kura Wānanga, the Open Polytechnic's Māori cultural resource centre, provides effective, responsive, and culturally sound partnership and guidance to the Open Polytechnic's leaders, kaimahi and other key stakeholders, supporting the Open Polytechnic to achieve its business goals, objectives, and organisational priorities. Te Kura Wānanga is a key partner, leading the organisation in building the cultural capability of our kaimahi and in ensuring that the full scope of organisational Māori cultural integrity and responsibilities is upheld across all directorates, with a key focus on ensuring Māori cultural integrity and Tiriti excellence in all that we do as an organisation.

The Pou Tūhono role plays a vital part in positioning Te Kura Wānanga as a key partner in advancing the Open Polytechnic's strategic goals and priorities, while upholding the principles of Te Tiriti o Waitangi in all aspects of our mahi (work). This includes offering culturally grounded, responsive, and effective guidance on te ao Māori, Mātauranga Māori, tikanga, kawa, and te reo Māori.

The role holder will foster strong, collaborative relationships with Open Polytechnic leaders, kaimahi, and other key stakeholders to ensure that Māori worldviews and perspectives are meaningfully embedded across our programmes and organisational practices.



This position also contributes significantly to the development and implementation of initiatives by Te Kura Wānanga that support kaimahi in growing their te reo Māori proficiency and cultural capability—ultimately enhancing learning outcomes for ākonga Māori.

Nga Tohutohu Whakahaere | Operating Framework

The broad purpose of the Pou Tūhono role is outlined within this position description. In addition to providing a Māori lens across organisational functions, each Pou Tūhono role will be assigned to a specialist area of focus, with Pou rotating across these focus areas from time to time. Pou may also be required to support other Pou in their focus areas where required to meet business needs or to provide leave coverage. The specialisations are listed below and define the knowledge, skills and experience required to operate effectively in these focus areas:

Pou Tikanga – Protocol and Cultural Capability Lead

- *Experience in tikanga Māori and kawa*
- *Experienced in leading formal Māori processes including pōwhiri and whakatau*
- *Recognised by iwi or hapū as a cultural authority*
- *Able to develop and uphold tikanga-based institutional frameworks*
- *Trusted to provide spiritual and cultural safety across the institution*
- *Sound Knowledge and the ability to lead Te Tiriti o Waitangi Wānanga*

Pou Reo – Māori Language Lead

- *Preferably holds a Māori Translation License or is of equivalent certified proficiency*
- *Advanced fluency in te reo Māori (spoken and written) across multiple dialects*
- *Skilled in translation, interpretation, and reo Māori quality assurance*
- *Experienced in language planning, revitalisation, and the delivery of reo Māori programmes and strategies*
- *Capable of mentoring kaimahi in pronunciation, grammar, and usage*
- *Relevant qualification in Te Reo Māori, Māori Language Teaching, or applied linguistics*

Pou Mātauranga Māori – Māori Knowledge and Education Lead

- *Experience in Mātauranga Māori theory, pedagogy, and application*
- *Demonstrated experience guiding the embedding of Māori knowledge in curriculum and learning design*
- *Understands asynchronous learning design, courseware development, and academic delivery*
- *Skilled in cultural quality assurance and has a sound understanding of curriculum evaluation in the tertiary or vocational education space*
- *Experienced in supporting Māori learner success and kaupapa Māori educational pathways*

Ngā Kawenga me nga Haepapa | Roles and responsibilities

Accountability: Tohutohu Ahurea me nga Tākaihere - Cultural Advice and Partnership Responsibilities

- Provides responsive and sound cultural guidance and partnership to Open Polytechnic leaders, kaimahi and key stakeholders on te ao Māori, Mātauranga Māori, tikanga, kawa and te reo.



- Works proactively and collaboratively with other Pou Tūhono in ensuring holistic integration of Māori values in all operational activities for Te Kura Wānanga.
- Contributes positively to Te Kura Wānanga activities and initiatives, working collaboratively within the team to support achievement of team and organisational goals and priorities, including deliverables set out in the Oritetanga plan.
- Coaches and/or mentors kaimahi and leaders in te reo pronunciation and usage, tikanga and kawa practices and delivers workshops on cultural protocol.
- Contributes to the development and implementation of tikanga-based frameworks aligned with mana whenua expectations, as directed by the Kaiwhakahaere Matua.
- Acts as a conduit to maintain and support institutional relationships with a Maori lens across Aotearoa.
- Guided by the Kaiwhakahere, leads or co-leads Māori stakeholder engagement hui, building and maintaining trusted relationships.
- As appropriate to role holder's level of te reo expertise, quality checks translations and language resources.
- Develops and delivers Te Tiriti o Waitangi and Whakapiri workshops, in conjunction with Te Kura Wānanga team members and the Kaiwhakahaere Matua.
- Undertakes quality assurance of on-line bicultural competency modules (course updates, facilitation and marking, including Te Pūtake).
- Provides sound cultural advice and representation in internal projects and related processes as directed by the Kaiwhakahaere Matua.
- Supports the Kaiwhakahaere Matua with Te Kura Wānanga's involvement in any Kaupapa across the organisation.
- May lead and support pōwhiri, whakatau, and formal Māori ceremonies across the institution when required.
- Where agreed by the Kaiwhakahaere Matua, attend and co-lead noho marae experiences, ensuring tikanga, kawa and kaupapa Māori values are upheld.
- Partner with Learning Delivery to co-design and co-deliver noho marae activities as directed by the Kaiwhakahaere Matua.
- Uses resources responsibly for the benefit of Te Kura Wānanga and the Open Polytechnic.
- Contributes ideas to the development of policies and procedures that respect Te Tiriti o Waitangi, guided by a Te Ao Māori perspective, to benefit the Open Polytechnic kaimahi and wider whānau,

Accountability: Nga Whakahaere Hononga - Relationship Management

Responsibilities

- Develops and maintains relationships that value whanaungatanga and manaakitanga across all internal and external stakeholders.
- Develops and maintains the trust, respect, and confidence of Open Polytechnic colleagues.
- Uses professional expertise and te reo Māori, Māori values, principles and tikanga to build credibility.
- Establishes and maintains strong, positive and collaborative relationships with local mana whenua tribes and relevant organisations.
- Works with others collaboratively, constructively and persuasively to achieve successful outcomes, with a particular focus on successful educational outcomes for ākonga Māori.
- Creates, upholds and maintains relationships with Tangata whenua.

Ōu Pūkenga | Person specification

Education and Experience

- Proven experience guiding kaupapa Māori within a medium to large size organisation and in providing cultural leadership across diverse teams, ideally in the vocational/tertiary education sector.
- Demonstrated skills and experience in engaging authentically with mana whenua, iwi, hapū, and Māori communities to build enduring, mana-enhancing relationships.



- Demonstrated experience in uplifting and supporting kaimahi in their bicultural journeys, with a focus on capability-building in cultural competency, te reo, and Mātauranga.
- Demonstrated experience in building relationships and working collaboratively across departments and/or diverse groups to embed Māori principles into strategic, operational, and academic environments.
- Experience coordinating and leading pōwhiri, whakatau, hui Māori, and wānanga-based learning or engagement.
- Proven ability to influence the weaving of Māori principles and values into organisational policy, curriculum, and delivery frameworks.
- Degree in Māori Studies, Education, Indigenous Knowledge, or related field, or equivalent experience in recognised cultural or academic leadership roles.
- Excellent understanding and proficiency in use of te reo Māori, and continued journey of development in te reo Māori.

Qualities and Competencies

- Demonstrates a deep understanding and lived practice of Mātauranga Māori, tikanga Māori, te reo Māori, and Māori worldviews.
- Deep understanding and demonstrable knowledge of Te Tiriti O Waitangi.
- Understands the tikanga and kawa of local Mana Whenua ensuring it is respected and appropriately applied in Open Polytechnic contexts, locations and events.
- An understanding of the general issues in education, especially in relation to ākonga Māori.
- Strong communication and facilitation skills, including demonstrated skill in Whaikōrero.
- Proven ability to work collaboratively and constructively with others and develop strong working relationships with both internal and external partners or stakeholders. Demonstrate empathy and sensitivity towards others.
- Commitment to personal and professional development.
- Well-developed negotiation and/or influencing skills, with the ability to clarify goals and ensure that agreement is reached on a common understanding.

Ngā hononga mahi Working relationships	Nga Mana o te Tūranga Authorities of position
Internal relationships	
Kaiwhakahaere Matua Kaumātua - Whakaruruhau Whakarite a Te Kura Wānanga Leaders and kaimahi across the Open Polytechnic Ākonga Māori Pasifika Office	Financial: N/A Human resources: N/A Policy: N/A Management: N/A
External relationships	
Mana Whenua	



Te Ati Awa – Taranaki Whānui, Ngati Toa Rangatira, hapū, marae and hapori (communities) of Te Whanganui-a-Tara

Relevant government, professional, business iwi and industry organisations and stakeholders across the Motu.

Whakaaetanga | Acceptance

Your manager has approved this Position Description and confirms it accurately describes the work of the Pou Tūhono a Te Kura Wānanga.

I accept that this Position Description reflects the duties and responsibilities of the Pou Tūhono a Te Kura Wānanga for which I am accountable.

Date _____

Position Holder (signature)