



GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Māori Capability Lead – Kaitohutohu Ārahi Māori

**Unit/Branch, Directorate:** Joint Directors-General Office

**Location:** Wellington

**Salary range:** I \$115,729 - \$147,876

#### About the Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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.

#### About Us

##### Te Tira Tiaki:

Ko te whāinga matua o Te Tira Tiaki ko te tiaki, ko te whakarei ake i te haumarū, me te oranga o Aotearoa. He nui ngā tāpaetanga ahumahi ahurei, wewero hoki i ngā momo wāhi whānui, engari ko te āhuatanga whakakotahi i ā mātou tāngata katoa, ko te pūmautanga ki ō mātou tikanga: Whakaute, Pūmautanga, Ngākau Pono me te Māiatanga.

The GCSB's mission is to protect and enhance New Zealand's security and wellbeing. We offer many unique and challenging careers in a variety of areas but the one thing all our people share is a commitment to our values: Respect, Commitment, Integrity and Courage.

##### Te Pā Whakamarumarū:

Ko te whāinga matua o Te Pā Whakamarumarū ko te tiaki, ko te haumarū i a Aotearoa, me te motu whānui hoki. E pūmau ana ā mātou tāngata ki tō mātou whāinga matua, ā, ka whakatinana i ō mātou tikanga ia rā: Mahi Tahi, Tū Māia, Ngākaupai, Uruhi me te Aro-whaiaro.

NZSIS's mission is to keep New Zealand and New Zealanders safe and secure. Our people are dedicated to our mission and live our values, every day: Collaborative, Courageous, Positive, Drive and Self-aware.

**BEYOND  
ORDINARY**  
We are. Are you?

**RAINBOW  
TICK**  
CERTIFIED



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

## Team

The Māori Capability Lead will work within the te ao Māori team, we are responsible for the overall success of NZIC Māori capability and the embedding of Te Tiriti o Waitangi principles across the system. We are way makers, navigators and supporters who develop strategic approaches, build strong and practical partnerships with Māori and drive capability across NZIC.

*Ka mahi ngātahi te Kaitohutohu Ārahi Māori me te tira Ao Māori. Ko tā te tira he ārahi i te hapori o NZIC ki te piki ake i te kōunga o tōna mōhihio ki te Ao Māori, otirā, he ārahi i ngā kaimahi ki te tuitui i ngā mātāpono o Te Tiriti i roto i ngā tini āhuatanga o ā rātou mahi. Ko mātou o te tira Ao Māori ngā kaiwhakatore, ngā kaiārahi, ngā kaiāpai anō hoki e oke nei ki te waihanganga rautaki, tuitui hononga, kōkiri kaupapa Māori e eke ai a NZIC ki tōna taumata.*

## Purpose of role

He aha te mea nui o tēnei ao?

*What is the most important thing in this world?*

He tangata, he tangata, he tangata

*Tis people, it is people, it is people*

NZIC is on a journey to help our people strengthen our connection to Aotearoa, New Zealand and become better representatives for our country and its people. The purpose of this role is to lead a strategic programme of work to uplift our organisations Māori Capability. We seek to increase our communities understanding and ability to apply te ao Māori, reo Māori, tikanga and mātauranga Māori to the way we work. We believe that better outcomes for Māori lead to better outcomes for Aotearoa.

*E takahi nei a NZIC i tana ara hōu hei hāpai ake i ngā tari Kāwanatanga ki te whakaū i ngā mātāpono o Te Tiriti i roto i wā rātou mahi. Ko te whāinga paetae o tēnei tūnga, he kōkiri i ngā kaupapa Māori o roto i te hapori kia puāwai mai ai ngā kaimahi me o rātou mōhihio ki te ao Māori. Ko te wawata, kia whanake ake te mōhihio a ngā kaimahi ki te tuitui i te ao Māori, reo Māori, tikanga Māori me te mātauranga Māori anō hoki i roto i wā rātou mahi. E whakaponono ana mātou mēnā ka puāwai mai ai ngā hua mō ngāi Māori, ka whanake ake ngā hua o Aotearoa whānui.*

## Description

The Māori Capability Lead is responsible for leading, scoping, planning, forecasting and delivering initiatives to enable management and staff to lift their levels of cultural capability and effectiveness.

The role will manage projects, co-ordinate people and activities to ensure the work stream deliverables are achieved on time and produce the desired results of increasing the NZIC communities understanding and ability to apply te ao Māori, tikanga Māori, mātauranga Māori in the way we work.

Key accountabilities	Deliverables/Outcomes
<p><b>Management of Māori capability development programmes and initiatives</b></p> <ul style="list-style-type: none"> <li>• Coordinate, lead, oversee and deliver the design of Māori capability development programmes to ensure they are fit for purpose for the growth and development of NZIC staff and in line with our government obligations.</li> <li>• Develop an educational maturity model, leveraging modern learning approaches and set a clear pathway of learning in line with Te Ao Māori framework, Te Arawhiti and Te Taurawhiri i Te Reo Māori.</li> <li>• Develop a Māori language plan and Māori learning and development plan for NZIC.</li> <li>• Assist in the delivery of Māori capability programmes as part of the Te Ao Māori team.</li> <li>• Undertake analysis and identify gaps to inform future Māori capability development.</li> <li>• Build feedback measures which include simple to regular evaluation, using a tikanga Māori lens.</li> <li>• Identify and apply appropriate strategic workforce planning methodologies (e.g. forecasting, gap analysis, supply and demand) to accurately analyse, assess and report on mobility and emerging capability needs across the agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• We build our Māori capability within NZIC, and our people are more strongly connected to te reo and tikanga Māori.</li> <li>• Māori concepts and values are incorporated into capability development programmes aligned with the NZIC Māori vision, framework and strategy.</li> <li>• A Māori perspective appropriately informs all existing and new development programmes and initiatives.</li> <li>• Opportunities for development of Māori cultural capability are identified and fit-for-purpose initiatives are put in place that develop and grow our community.</li> <li>• People and systems are weaved together, ensuring that our staff, systems and processes reflect our Te Ao Māori framework.</li> <li>• The capability of our people is lifted to enable them to be comfortable and confident in understanding te Tiriti in practice.</li> <li>• There is a clear path for delivery.</li> <li>• Staff have a road map to mature their knowledge.</li> <li>• We can assess and see the impact of the learning programmes, tools and practices implemented through consistent measurement practices. Where there is a gap, actions are in place to ensure desired outcomes are achieved.</li> </ul>
<p><b>Māori leadership</b></p> <ul style="list-style-type: none"> <li>• Participate in the NZIC Māori cultural group, including support to pōwhiri, whakatau and Te Ao Māori elements.</li> <li>• Support leaders across NZIC to embed Kaupapa Māori into activities to support a bi-cultural approach.</li> <li>• Provide advice on culturally responsive current best practice.</li> <li>• Contribute to broader Organisational Development work programme.</li> <li>• Support standardisation of Kawa/tikanga.</li> </ul>	<ul style="list-style-type: none"> <li>• NZIC staff are supported to observe and role model appropriate tikanga.</li> <li>• Kaupapa and Tikanga Māori is weaved into the fabric of the NZIC community.</li> <li>• Mātauranga Māori is appropriately reflected in all areas of NZIC collective capabilities.</li> <li>• Tikanga/kawa standardised across NZIC.</li> </ul>

<p><b>Stakeholder management</b></p> <ul style="list-style-type: none"> <li>• Effective engagement with all business areas to understand cultural capability development needs.</li> <li>• Effective working relationships with internal and external stakeholders are developed and maintained to support NZIC te Tiriti commitments.</li> <li>• Builds and maintains relationships with local providers of cultural capability development training or opportunities e.g. training advisors, wananga, iwi, marae.</li> <li>• Ability to bring internal and external stakeholders together to achieve project milestones.</li> <li>• Ensure stakeholders at all levels of the organisation have a clear understanding and buy-in of capability initiatives through a clear communications strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Key stakeholders for learning modules, workshops, tools and practices in development are comfortable and confident that the approach taken is on track and will deliver the desired outcomes.</li> <li>• Buy-in and support from key stakeholders across NZIC is achieved to ensure we have the right approach, commitment to the capability development programme and initiatives.</li> <li>• Positive and effective working relationships within NZIC and with external stakeholders are initiated, enhanced and maintained.</li> <li>• Easily develops and maintains trusted relationships especially with key influencers and decision-makers to influence change.</li> <li>• Stakeholders are communicated with effectively and a clear communication strategy is developed.</li> </ul>
<p><b>Programme Management and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Define the scope, manage and support programmes of work as required.</li> <li>• Develop and manage work streams, budgets and deliverables, involving and engaging with all relevant stakeholders.</li> <li>• Monitor and report on outcomes of Māori capability development initiatives and subsequent analysis of learning trends, outcomes and training effectiveness.</li> <li>• Manage and report on work stream performance and metrics using appropriate systems, tools and techniques as required.</li> <li>• Measure and evaluate initiatives to ensure they remain fit-for-purpose and achieve the right outcomes.</li> <li>• Build feedback measures which include simple to regular evaluation, using a tikanga Māori lens.</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes of work are delivered to agreed deadlines, cost and quality standards.</li> <li>• Regular reports are provided on progress of the Māori capability uplift journey.</li> <li>• We can assess and see the impact of learning programmes, tools, workshops and practices implemented through consistent measurement practices.</li> <li>• The agencies can access reporting easily, and in user friendly formats.</li> <li>• Leaders are supported to use data to inform their decision making.</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm.</li> <li>• Report all incidents and hazards promptly.</li> <li>• Know what to do in the event of an emergency.</li> <li>• Cooperate in implementing return to work plans.</li> <li>• Be a <b>visible</b> role model at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met.</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>Follow</b> GCSB's safety rules and procedures.</li> </ul>	
<b>Other duties</b>	Any other duties that fall within the scope of the position.

Position Delegation	
Financial Delegation:	Level 5

Key stakeholders	
Internal:	<ul style="list-style-type: none"> <li>• NZIC Leaders and staff</li> <li>• P&amp;C, O&amp;D, L&amp;D</li> <li>• Communications Team</li> <li>• Waiaata Group, Māori Advisor Group</li> <li>• Staff networks</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Mana whenua, Iwi Māori</li> <li>• Te Arawhiti, Māori Language Commission</li> <li>• Māori stakeholders and organisations</li> <li>• Other government agencies</li> <li>• External consultants and training providers</li> </ul>

Person Specification	
Experience:	<ul style="list-style-type: none"> <li>• Experience in a senior capability or senior Māori adult educational role.</li> <li>• Skilled in delivering strategic programmes of work preferably in the public sector project/programme management.</li> <li>• Experience in leading cultural interventions and design of bi-cultural frameworks that give effect to Te Tiriti o Waitangi.</li> <li>• Experience in advising, coaching and mentoring others in Te Ao Māori.</li> <li>• Experience in the development and delivery of learning programmes and opportunities including learning tools, modules and workshops.</li> <li>• A good understanding of project management methodology and a track record of successfully leading and managing projects delivering successful outcomes, on time and within budget.</li> </ul>

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Knowledge and Skills:	<ul style="list-style-type: none"> <li>• Demonstrated confidence and proficiency with both written and spoken Te Reo; Tikanga Māori and Te Tiriti o Waitangi principles.</li> <li>• A passion for inspiring and motivating others to embrace Māori tikanga.</li> <li>• Well developed understanding of Crown responsibilities under te Tiriti o Waitangi and the aspirations and needs of Māori.</li> <li>• Strong organisation and multi-tasking skills.</li> <li>• Well developed analytical ability.</li> <li>• Excellent stakeholder management and relationship building skills.</li> <li>• Strong communication skills.</li> <li>• Proven ability to lead significant projects from design to successful delivery.</li> <li>• Agile, resilient and tenacious.</li> <li>• Good team skills with proven ability in influencing and motivating others.</li> <li>• Project management and administration skills, encompassing change methodologies.</li> <li>• Understanding of adult learning needs including knowledge of modern learning approaches would be an advantage.</li> <li>• Positive can-do attitude with a high level of energy and strong work ethic that desires to bring about meaningful, sustainable change.</li> <li>• Demonstrated ability to bring internal and external stakeholders together to achieve project milestones. Ability to achieve positive shifts through a clear and compelling vision paired with a pragmatic approach.</li> </ul>
Qualifications and Courses:	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualification (te reo/te ao Māori) or relevant experience.</li> <li>• A relevant qualification in Education/Learning and Development or relevant experience.</li> </ul>
Specific Job Requirements:	<ul style="list-style-type: none"> <li>• Ability to obtain and maintain a TSS security clearance.</li> </ul>

## NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

## Diversity and Inclusion

The GCSB and NZSIS recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where all people, regardless of difference are valued and respected.

One way we show our inclusion of those with diverse sexual and gender identities is with a Rainbow Tick accreditation which we proudly received in 2019 and were re-certified in 2021.

We are committed to building a workplace where we can say we have achieved – ***He waka eke noa*** – a canoe which we are all in with no exception.

## Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 21/07/2022

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date: