

POSITION DESCRIPTION FOR

Kaiwhakatere - Systems Navigator

Date: July 2021

*“Working together to improve the lives of Te Hiku whānau and the environment we live in. Mahi tahi ki te hāpai to oranga o ngā whānau me te taiao o Te Hiku.”*

**Te Arotahi Matua**

**Purpose of the position**

Responsible for creating and implementing the system conditions necessary for sustainability of the Te Hiku whānau needs driven project

**Tō Kāpā**

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| **Responsible To** | Programme Manager |
| **Nature of Term** | Fixed Term, Full Time |
| **Internal Relationships** | * Operations Director * Programme Director/Manager * Establishment Team/Programme Team staff * Contractors and consultants * Hapū and whānau of Te Hiku o Te Ika * Other Iwi and governance contacts as directed by the Programme Director |
| **External Relationships** | * Programme Steering Group * Regional and local officials * Aligned external organisations, e.g.: Skills ITO or Northland Inc * Other external stakeholders as directed by the Programme Director |
| **Financial (limits/mandates etc.)** | * + - * In line with the organisation’s Delegation Policy, responsibility for all costs as assigned by the Operations Manager |
| **Staffing** | * + - * Nil |

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# Tikanga

Te Hiku Iwi are committed to developing relationships guided by the following principles:

* **Rangatiratanga:** Effective and courageous leadership that is innovative and visionary.
* **Kotahitanga:** Building a unity of purpose and pathways that are workable and acceptable to both iwi.

**Whanaungatanga:** Recognises our shared whakapapa and tikanga and provides a way of strengthening our connections with each other.

* **Whakatōpū:** Working together to enhance opportunities and realise our potential
* **Kaitiakitanga:** Taking responsibility for the environment so it can sustain our communities.
* **Mana:** Each iwi has its own tapu, mana and autonomy to operate within their respective rohe in accordance with mana whenua, mana tupuna, mana moana, and manaakitanga.
* **Ngākau pono:** Demonstrating high levels of integrity and respect.
* **Mana hapū:** Respect for the mana of hapū/marae, with each iwi responsible for communication with itss own hapū/marae.
* **Whakatau tika/Accountability:** Underpinned by open communication, transparency, and sharing of information.
* **He tau utuutu:** Committed to a relationship that is based on fairness, contribution and reciprocity.
* **Hāngai angamua:** Values a sustainable development approach and best practice focused on the long term
* **Kaupapa whakahoahoa**: Develops a partnership approach based around mutual agreement, cooperation and trust
* **Korero muna**: Maintains confidentiality of information where required

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| **Main Responsibilities**  **Effectively interfacing**  **services and programmes**  **Opportunities for development and alignment.**  **Connecting needs with**  **available resources.**  **Bed down sustainably.**  **Health & Safety and Risk Minimisation**    **Continuous Improvement** | |  |  | | --- | --- | | * + - * Develop process for effectively interfacing services and programme’s with   Te Hiku whānau needs | | | * + - * Identify issues and opportunities for development and alignment | | | * + - * Create mechanisms and process for effectively connecting needs with   available resources through the utilisation of installed programmes. | | | * + - * Enable development of system conditions necessary for whānau driven   project to bed down sustainably. | | | * Assess and understand service delivery, procurement, policy, government   agency strategies, planning and outcomes, funding, and commissioning  settings and mechanisms   * Work with the Team to identify possibilities for systems association and   connections   * Work to identify existing services and systems and connect with these   wherever possible   * Avoid duplication and repetition of the same or similar systems * Challenge conventional ways of thinking and assumptions and generate   innovative ideas that are widely supported, identify and recommend  improvements to procedures and systems   * Regular communication with stakeholders to meet and exceed their expectations | | | * New and existing needs are identified, and this drives the priority for   connections to existing facilities wherever possible   * Where existing services don’t fit, modifications are made to align whenever   possible   * Work with the Team to identify possibilities for systems association and   connections | | | * Assess and understand service requirements through direct participation * Work with the Team to identify ideal tools for systems access and   capabilities   * Monitoring and evaluation of Ngā Puna Waiora system actions * Develop and maintain procedures for collecting, evaluating and   implementing best practice   * Avoid duplication and repetition of the same or similar systems where   existing systems are available | | | * Connections to existing facilities are durable and reliable * When modifications are made to align with existing services, this is fit for   purpose and sustainable   * The Team is supported through reliable systems association and   connections | | | * Actively participate and comply with the requirements of the Health & Safety   Work Act 2015.   * Actively contribute to risk management activities within the team | | | * Promote continuous improvement philosophy by ensuring initiatives and   projects are investigated, initiated, and completed to enable the organisation  to continually improve their current processes and procedures | | |

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**Critical qualification/skills/experience/attributes**

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| Qualifications (e.g. tertiary, professional) | * Experience in Government Agency – both national and regional experience with operational, policy, procurement, planning, funding systems * Ability to assess which component of the system is causing the issue downstream for whānau |
| Knowledge and skill | * Understanding of Community well-being improvement. * An understanding of service delivery and intervention * identify possibilities and create solutions |
| **Experience (Technical and behavioral)** | * Systems service and the ability to engage the Team to improve outcomes * Practical knowledge of Te Reo and tikanga Maori |
| **Personal Attributes** | * Expert systems knowledge and proven skill in navigation of systems |
|  | * Excellence in problem solving and identification of systems-based solutions |
|  | * Skilled in developing and maintaining a high-trust relationship-based environment |
|  | * Ability to create high trust relationships and support for the work of front-line Team |
|  | * Ability to work autonomously and have the flexibility to respond to a rapidly changing environment. |
|  | * Current New Zealand Driver’s License |