

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
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| **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
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| **Financial (limits/mandates etc.)** | * + - * In line with the organisation’s Delegation Policy, responsibility for all costs as assigned by the Operations Manager
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| **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** |

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| * + - * Develop process for effectively interfacing services and programme’s with

Te Hiku whānau needs |
| * + - * Identify issues and opportunities for development and alignment
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| * + - * 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
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| * 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
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| * Promote continuous improvement philosophy by ensuring initiatives and

projects are investigated, initiated, and completed to enable the organisationto 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
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| Knowledge and skill  | * Understanding of Community well-being improvement.
* An understanding of service delivery and intervention
* identify possibilities and create solutions
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| **Experience (Technical and behavioral)** | * Systems service and the ability to engage the Team to improve outcomes
* Practical knowledge of Te Reo and tikanga Maori
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| **Personal Attributes** | * Expert systems knowledge and proven skill in navigation of systems
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|  | * Excellence in problem solving and identification of systems-based solutions
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|  | * Skilled in developing and maintaining a high-trust relationship-based environment
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|  | * Ability to create high trust relationships and support for the work of front-line Team
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|  | * Ability to work autonomously and have the flexibility to respond to a rapidly changing environment.
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|  | * Current New Zealand Driver’s License
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