

## Position Description

### Taupae Pia | Graduate Programme



<b>Role</b>	Taupae Pia   Graduate Programme
<b>Reports To</b>	HR Manager
<b>Tenure</b>	12 Month Fixed Term
<b>Location</b>	Te Whanganui-a-Tara (Wellington)

## About Te Tumu Paeroa

E totoka ai te tumu o te papatipu hei orange mō Te Iwi Maori, o mua, o naianei, o anamata hoki. Ko Te Tumu Paeroa tēnei, te kaitiaki, kaitaunaki, kaiwhakawhanake i te mana o ngā whenua Māori, huri noa.

So that the foundations of ancestral lands may be solid, benefitting Māori from our past, present and future alike. This is Te Tumu Paeroa, guardian, support and advancer of the mana of Māori land everywhere.

## Role Purpose

Te Tumu Paeroa is committed to supporting Māori to achieving tino rangatiratanga over their whenua. We do this by providing education and employment opportunities for graduates from a range of backgrounds and disciplines so they can have life-long careers in Māori land administration.

The purpose of the graduate position is to rotate through key functional teams over the course of the 12 month programme to provide a broad range of experience. Rotations are set depending on business needs and the graduate's career aspirations. Each rotation will include a mix of on-the-job learning, in addition to work allocation typical for the area in which they rotate.

Rotations in this programme can include Trust & Property, Client Services, Finance, Human Resources, IT, Communications & Marketing, Risk & Compliance, Project Management and Asset Management. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

We're offering graduates the opportunity to gain a rich experience in Māori land administration, and develop a life-long career that will help whānau to enhance and protect their whenua now and for generations to come.

Graduates will also have a mentor who is grounded in tikanga Māori and able to recognise the graduate's unique skills and talents throughout their journey in our organisation.

## Key Accountabilities

### Work Excellence

- Effectively carry out work allocated, either independently or as a team.
- Identify opportunities to contribute to team or business objectives and actively seeks to provide input.
- Work is completed in a timely manner and to a high standard.

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### Relationship Management

- Develop and maintain effective relationships with internal and external stakeholders
- Provide excellent customer services to both internal and external customers

### Projects

During the 12 month programme you'll undertake a wide range of tasks that may include, but is not limited to:

#### Supporting Māori Land Owners

- Preparing meeting materials, documents and reports for Māori land owners, providing support at hui including setting up, taking minutes, registering attendance, and distributing material.
- Answering enquiries, undertaking research, keeping records up to date, and supporting communications to owners and their whānau through all our communications channels.

#### Looking after the Whenua

- Assisting with property administration, and any actions from tenancies. Supporting asset management.

#### Working with the Māori Land Court

- Attending Māori Land Court hearings, drafting Māori Trustee administration reports, and preparing applications to the Court.

### Trust Management

- Maintaining trust records and owner information. Keeping our systems up to date and accurate in accordance with our policies and processes.

### Collaboration

- Liaising across our organisation to ensure compliance and relationship activities are administered seamlessly.
- Working together on projects and activities to support our organisation's vision, purpose and values.

### Organisational Obligations

- Complies with all policies and procedures set by Te Tumu Paeroa
- Follow and promote all Health and Safety practices and instructions.

### Professional and Career Development

Identifying areas, alongside a mentor, for both personal and professional development in line with your Individual Development Plan.

## Education and Experience

- A relevant tertiary qualification at the degree level.



### Core Competencies

#### Ngā Pae Mōhiotanga Reo Māori

- Pae Tahī- Te Whakahua: A desire and ability to practise correct pronunciation of Te Reo Māori. (Essential)
- Pae Rua- Te Whakarongo: An ability to understand Te Reo Māori, a desire and ability to practice correct pronunciation of Te Reo Māori. (Desired)
- Pae Toru- Te Mau me Te Whakahoki: An understanding of Te Reo Maori and the ability to answer and converse in the language. A desire and ability to practise correct pronunciation of Te Reo Māori. (Desired)

#### Ngā Pae Mōhiotanga Tikanga Māori

- Pae Tahī- Nō Ia Rā: An understanding and living of Tikanga Māori on a day-to-day level, for example, the removing of shoes before entering a whare, washing hands at the urupa and not sitting on tables. (Essential)
- Pae Rua- Te Noho Marae: An understanding and living of Tikanga Māori on a noho marae level. Knowing and practising things such as basic karakia, waiata and one's own pepehā. (Desired)
- Pae Toru- Te Ao Wairua: An understanding and living of Tikanga Māori on an Ao Wairua level. Knowing and practising things such as karanga, whaikōrero, whakapapa, karakia tahito and mōteatea. (Desired)

#### Customer Focus

- Listens to the views of our customers and make decisions in the interests of all owners as a responsible Trustee.
- Models and encourages excellent customer service and considers customers in all business development planning.
- Seeks inputs from customers to ascertain their needs.
- Addresses and resolves promptly any customer queries or concerns.

#### Relationship Management

- Develops relationships within and outside the organisation by working with and through people to achieve outcomes.

#### Teamwork / Interpersonal Skills

- Builds and maintains relationships through respect for individuals, open communication, and displaying sensitivity towards others.
- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership.
- Works comfortably at all levels (internal and external).

#### Quality and Results Focus

- Is detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk.
- Sets goals, predicts and overcomes barriers to achievement.
- Maintains a focus on priorities.
- Demonstrates initiative (i.e. takes action before being asked, makes suggestions on



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how to improve things, attempts to resolve problems in the first instance.

- Demonstrates energy, determination, tenacity and persistence to achieve outcomes.
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

#### **Higher-level Thinking and Judgement**

- Sees the bigger picture / patterns and connections.
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly.
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.

#### **Integrity and Accountability**

- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people.
- Demonstrates loyalty to the Māori Trustee vision and values through own business practices.
- Portrays a professional image to customers (internal and external) and actively supports the Māori Trustee initiatives.
- Takes responsibility for own actions.