



POSITION DESCRIPTION | TE WHAKAATURANGA MAHI

NGĀ TAIPITOPITO TŪRANGA | Position Details

Position Title	Kaikōtuitui
Business Unit	Whare Tukutuku Innovation
Reports to	Kaiwhakahaere, Whare Tukutuku
Location	Te Rau Ora Ōtepoti office
Date	July 2024

KO TŌNA IHO | Purpose

Te Rau Ora is a national centre for Māori health and wellbeing in Aotearoa, New Zealand. Our vision is a future where whānau are thriving, self-determined and well. We are committed to a future Māori workforce that drives the design and delivery of health services in Aotearoa, New Zealand and improve Māori health outcomes. Te Rau Ora has a national reach with offices in Tāmaki Makaurau, Kirikiriroa, Papaioea, Pōneke and Otepoti.

NGĀ WHAI HUA | Values

Our values are informed by ngā kōrero o ngā tipuna:

Tika, pono me te aroha: Doing what is right with integrity and compassion

Mahi tahi: in the spirit of togetherness

Manaaki tangata: whilst caring and supporting people

Whakamana i te tangata': to enhance their mana and full potential

'Kia ngatahi te waihoe' We do this in unison to achieve Māori goals and aspirations.

'Ehara taku toa i te toa takitahi, engari he toa takitini': We honour and remember the collective efforts necessary for success.

The Toitū Accord

This role will demonstrate an understanding of, and develop in the ten markers of Māori Leadership for Health and Wellness. These are essential elements for united action of inclusive Māori Health Leadership, that aim to improve Māori health or increase levels of wellness.

Committed to the advancement of Māori health and wellness	Connected and collaborative
Accountable to Māori	Grounded in te ao Māori
Informed by old and new knowledge	Consistent with Te Tiriti o Waitangi
Sustainable into the future	Strategic and innovative
Aligned to global indigenous priorities	Ready to promote policies and practices for Māori health and wellbeing

More information on the markers of Māori Health Leadership: [Toitū Accord](#)

TAKE TŪRANGA | The Role

The purpose of this position is to coordinate projects and promote branding of Whare Tukutuku (National Addiction Centre) programmes to stakeholders and interest groups. Additionally, it provides support for the Ki te Ara Whakamua Māori AOD Community Action Fund.

NGĀ TAKOHANGA MATUA | Key Accountabilities

Project Coordination Responsibilities:

- Ensure project coordination aligns with contract KPIs and key deliverables, including budget and contract oversight.
- Draft project briefs, scopes, and activity plans for allocated projects, to be signed off by the Programme Lead.
- Manage daily project workflows and deliverables.
- Collaborate effectively with colleagues, stakeholders, and interest groups at Te Rau Ora.
- Apply a strong quality improvement approach to all deliveries.

Promoting programmes for Whare Tukutuku

- Coordinating high-profile events with multiple stakeholders, requiring exceptional planning and relationship management skills.
- Build and maintain relationships and stakeholder lists.
- Managing time-sensitive and high-stake projects requires keen problem-solving abilities to adjust materials and approach to fit audience.
- Incorporate branding materials to fit Kaupapa and audience ie: Factsheets, brochures and powerpoints.

Health and Safety

- Serve as the Health and Safety Officer for the Te Rau Ora Ōtepoti office.
- Maintain knowledge of Health and Safety procedures, and actively support safe work practices.
- Take all practicable steps to ensure neither you nor anyone else is harmed.
- Comply with health and safety policies and procedures.
- Report all incidents and proactively identify hazards and support their management.

Relationship Building

- Supports building and maintaining relationships with stakeholders.
- Collaborates with others positively to achieve successful outcomes

Valuing and Nurturing Diversity

- We are a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected, to enable the organisation to recognise and positively respond to the different needs of groups and individuals within the Institutions' communities.

Culture

- Support and maintain a culturally safe environment and recognise the role of Te Tiriti o Waitangi in providing a framework for this in Aotearoa.
- Uphold a tikanga-driven culture, supporting spiritual wellbeing to unleash innate potential and intelligence.

Other Duties

- Any other duties as requested by your manager.

TE RAHINGA O TE TŪRANGA: Position Dimensions	
Financial delegations	Nil
HR delegations	Nil
Key Internal Relationships	• Te Rau Ora Chief Executive and Leadership Team • Te Rau Ora Management and Staff • Communications and Marketing team • Whare Tukutuku team • Kaiwhakahaere, Whare Tukutuku
Key External Relationships	• External suppliers • Identified stakeholders
TĀTAI PŪMANAWA: Person Specifications	
Experience & Skills	• Analytical and Interpretive Skills: ○ Proficient in analysing and interpreting information, report writing, planning, problem-solving, and time management. • Event Coordination: ○ Familiar with the process of inviting government ministers, mana whenua, and kaumātua to events (e.g., wānanga and hui led by Whare Tukutuku) and managing complex relationships. • Cultural Competence: ○ Fluent in Te Reo Māori and knowledgeable in its customs and protocols. • Hauora Māori and Te Tiriti o Waitangi: ○ Understanding of Māori health and the Treaty of Waitangi. ○ 4-5 years of relevant experience specific to the job, promoting and hosting events, project coordination and managing external relationships ○ Alcohol and Drug knowledge/experience an advantage • Technical Skills: ○ Using storyboards, AV technology, organizing national events for large groups, running webinars, and creating run sheets.
Problem solving	• Adept at identifying issues, analysing root causes, and implementing effective solutions to ensure project success.
Personal Attributes	• Exceptional customer relationship skills • Excellent written and verbal communication abilities • Strong organizational skills with attention to detail and effective multitasking • Proficiency in managing competing demands and meeting deadlines. • Demonstrated resilience in handling stress, with a balanced perspective on work. • Displays confidence and shows generosity in supporting and acknowledging team contributions. • Adaptable approach to navigating ambiguity and uncertain situations. • Creative thinking to contribute innovative ideas to the evolving Alcohol and other Drugs (AoD) innovation project. • Strong problem-solving skills, including technical proficiency to use tools for information sharing. • Proficient in Microsoft Suite, Adobe, Zoom, and other online platforms
Qualifications	• National Diploma or Graduate Certificate

Judgement and Escalation	• Takes advice from manager or team to inform decisions in a timely manner. • Capable of discerning when a problem exceeds the scope of regular duties, with a proactive approach to escalating issues to appropriate stakeholders for timely resolution. • Critically thinks before taking action. • Knows their strengths and weaknesses
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