

# Kaitohutohu Rautaki-ā-Iwi | Strategic Advisor Iwi Relationships

## Position Description

<b>Directorate:</b>	Ngā Manu Atarau	
<b>Reports to:</b>	Head of Iwi Relationships	
<b>Delegated Authority:</b>	<b>Financial</b>	N/A
	<b>Human Resources</b>	N/A

## Tuia te tangata, tuia ngā kōrero, tuia ngā taonga Connecting people, taonga and stories

Te Papa's mission is to understand the past, enrich the present and meet the challenges of the future. Te Papa is more than just the national museum that houses New Zealand's treasures. It is a meeting place, a place for lifelong learning, and a place that inspires a sense of wonder and connection.

Biculturalism is a founding philosophy and practice of Te Papa designed to explore the contribution of Māori language and culture to the life, culture and activities of the museum in small and large ways. Te Papa fosters and nurtures cross-cultural capability, the ability of people of different cultural backgrounds to interact with one another in positive and uplifting ways.

Te Papa's three values Whanaungatanga (Teamwork), Manaakitanga (Respect) and Auahatanga (Creativity) are at the centre of how Te Papa works. Working actively in the cultural sector and in partnership with iwi Te Papa connects people taonga and stories.

Te Papa is an amazing organisation to work for with bold aspirations for the future.

## Ka pēhea tō whai wāhi atu The Directorate

### Te Pūtake o Ngā Manu Atarau | The purpose of Ngā Manu Atarau

*To lead and drive the development and strengthening of te reo me ōna tikanga, te ao Māori, and Te Papa's ability to meet its Tiriti o Waitangi obligations and legislative mandate through:*

- *Strengthening key relationships between Te Papa, whānau, hapū, iwi and communities.*
- *Providing support to museums, galleries, whare taonga and iwi.*
- *Supporting the tiakitanga of taonga, collections and tūpuna in line with aspirations of whānau, hapū and iwi.*
- *Growing the capability of Te Papa kaimahi to whakamana i te reo Māori.*
- *Maintaining the ongoing care of Rongomaraeroa marae for Te Papa.*

## Ko te āhua e whai hua ai te tūranga Position Position

*As a team, we uphold relationships between Te Papa and Māori (iwi, hapū, whānau, Māori organisations, communities and individuals) through advocacy, oversight, leadership and strategic advice. We create, strategise, build, activate, support, maintain and manage enduring and meaningful relationships, engagements and expressions of mana taonga across Te Papa.*

The Strategic Advisor Iwi Relationships is dedicated to nurturing meaningful relationships between Te Papa and Māori communities, including iwi, hapū, whānau, Māori organisations, and individuals. The role provides Te Papa strategic advice on how to engage with Māori. As a central knowledge hub, the

role oversees these relationships and advocates for Māori voices, ensuring their expression of Mana Taonga is upheld.

The Strategic Advisor Iwi Relationships works in service to our people and acts as a vital liaison between Iwi Māori and relevant teams at Te Papa. This role is focused on understanding and achieving the aspirations of Te Ao Māori while providing high-quality strategic advice about the approach and management of relationships. The advisor will contribute to the development and maintenance of strong, forward-thinking, reciprocal relationships that enhance Te Papa's engagement with Te Ao Māori.

The role provides support and manaakitanga to Iwi in Residence and Pou Tikanga. Kaitohutohu Rautaki-ā-Iwi also contributes leadership to the ahi kā of Rongomaraeroa as hau kāinga, to ensure that it is a functioning marae for the nation.

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### Ka kawea e koe te aha Key accountabilities

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- Create, build, activate, support, maintain and manage enduring and meaningful relationships across Te Papa.
- Support the Iwi-in-residence programme and provide support to Iwi throughout their residency at Te Papa.
- Lead and manage the delivery and integration of Matariki and the maramataka by collaborating cross-functionally.
- Provide advice and support to facilitate the ongoing development of Te Papa as a Te Tiriti museum
- Act as key channel of communication between Te Papa and Te Ao Māori, ensuring that Iwi views and messages are clearly communicated.
- Lead and deliver engagement, including processes and relationship management tools, with Te Ao Māori on Te Papa kaupapa.
- Provide support to iwi aspirations and priorities at Te Papa.
- Respond to proposals and requests from Iwi/Māori organisations as required

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### Ka kawea e koe te aha ki ētahi atu Key relationships

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#### Internal

- Kaihautū
- Director Ngā Manu Atarau
- Pou Tikanga
- Pou Reo
- Manager Iwi Development
- Ngā Manu Atarau Directorate
- Ngā Whetū Ririki
- Te Papa managers and kaimahi

#### External

- Iwi in Residence nominated or representative body
- Iwi Leaders
- Māori organisations
- Manatū Taonga
- Te Ara Taonga Collective
- Strategic partners within Iwi and national organisations
- Iwi, hapū, whānau, marae, mātanga, tohunga, practitioners

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### Ka kawea mai e koe te aha ki Te Papa Knowledge, experience & qualifications

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- Excellent networks with Iwi and other Māori organisations and groups
- Relationship management skills
- Strong written and oral communication skills
- Excellent negotiation and consultation skills
- Ability to develop and maintain excellent collegial relationships
- Ability to discuss Māori customary concepts with iwi in formal and conversational environments

- Knowledge of customary concepts and their different application within Te Papa and in a iwi setting to be able to explain differences to various parties, identify potential opportunities and mitigate risk
- Intermediate level of Te Reo Māori
- Strong understanding of tikanga Māori / customary concepts
- Able to interact professionally and efficiently with internals and externals across all levels of the organisation
- Has advanced awareness of the Principles of Te Tiriti o Waitangi
- Highly developed ability to communicate information and ideas verbally and in writing
- Excellent computer skills, particularly Microsoft Office products
- Ability to remain calm and maintain a people and relationship-centred approach in response to challenging situations
- Advanced customer service and ability to provide manaakitanga

## Ō mātau whāinga Our expectations

The following Behavioural Competencies are expected from staff across Te Papa.

Navigating for the future	Engaging others	<ul style="list-style-type: none"> <li>• Adapt your approach/style to build trust and meet the needs of others</li> <li>• Work in partnership with our external stakeholders to achieve our strategic priorities</li> <li>• Respect others</li> </ul>
Stewardship	Enhancing organisational performance	<ul style="list-style-type: none"> <li>• Help biculturalism flourish</li> <li>• Make improvements</li> </ul>
Identifying and developing our people	Developing talent	<ul style="list-style-type: none"> <li>• Lifelong learner</li> </ul>
Making it happen	Achieving ambitious goals	<ul style="list-style-type: none"> <li>• Achieve high quality results</li> <li>• Support and contribute to an environment of excellence</li> </ul>
Leadership character	Curious	<ul style="list-style-type: none"> <li>• Adjust quickly to new situations, changing circumstances and requirements</li> <li>• Open to information and opinions that differ from your own</li> <li>• Have a positive attitude</li> <li>• Persevere in the face of resistance, obstacles and setbacks</li> <li>• Actively listen, show sensitivity and empathy</li> </ul>
	Honest and courageous	<ul style="list-style-type: none"> <li>• Open with other team members about concerns</li> <li>• Demonstrate courage where necessary to achieve results</li> <li>• Behave with integrity Maintain confidentiality of information</li> <li>• Take accountability for your own actions</li> <li>• Quickly and constructively address inappropriate behaviour</li> </ul>

	Resilient	<ul style="list-style-type: none"> <li>Regularly communicate with your manager to ensure a sustainable and reasonable workload</li> <li>You are aware of own response to stress and communicate any issues to your manager or another suitable person</li> <li>Take responsibility for own physical and mental well being</li> <li>Have the confidence to ask for help when necessary</li> </ul>
	Self-aware and agile	<ul style="list-style-type: none"> <li>Understand your own strengths, capabilities and opportunities for development</li> <li>Know your learning style and behavioural patterns and how to work best with others</li> <li>Have a credible, self-assured and confident manner</li> <li>Open to receiving help from others</li> <li>Resolve conflict and differences on opinion in a positive manner</li> </ul>

## Ka kawea e koe te aha Accountabilities

Focus Area	Accountabilities
Biculturalism	Biculturalism relates to every role and position within Te Papa, either directly and indirectly and in small and large ways. The position is responsible for taking part in opportunities to explore the contribution of biculturalism that are meaningful to job holder.
Develop, Manage and Maintain Te Ao Māori Relationships	<p>The position will develop and support relationships between Te Papa and Māori. They will:</p> <ul style="list-style-type: none"> <li>Actively engage kanohi ki te kanohi with iwi, hapū, whānau, marae, individuals and Māori organisations to develop and maintain relationships</li> <li>Act as a point of contact for iwi and Māori to facilitate Iwi/Te Papa communication</li> <li>Respond to proposals and requests from Iwi/Māori organisations as required</li> <li>Facilitate and develop iwi partnership activity in support of Te Papa's priorities and goals</li> <li>Provide proactive implementation, mentoring and modelling across the organisation of the Iwi Māori Relationship and Engagement Strategy</li> <li>Identify opportunities and risks associated with, maintain and further develop existing iwi relationships, and coordination of resources for the delivery of identified opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage and monitor information retention and dispersal around relationships and engagement between Te Papa and Iwi Māori.</li> <li>• Contribute to reporting, recording, work plans and monitoring of relationships between Te Papa and Iwi Māori.</li> <li>• Leadership and implementation of the iwi clearance process</li> </ul>
<b>Knowledge, Advice and Services</b>	<p>The position will provide advice and support to facilitate the ongoing development of Te Papa as a bicultural Tiriti based organisation. They will:</p> <ul style="list-style-type: none"> <li>• Support the Pou Awhi-ā-Iwi and Pou Tikanga in the coordination of Rongomaraeroa as a functioning marae of the nation</li> <li>• Participate in pōwhiri and events on Rongomaraeroa, the Te Papa marae</li> <li>• Contribute to discussion and resolution of tikanga Māori issues associated with the care and management of taonga Māori, and the running of Rongomaraeroa</li> <li>• Lead in the discussion of relationship and engagement with Māori associated with the care and management of taonga Māori and the running of Rongomaraeroa.</li> <li>• Participate in the Marae Working Group and Ngā Whetu Ririki</li> <li>• Participate in cross organisational teams to promote the integration of mana taonga, the bicultural principle and iwi Māori relationship and engagement development throughout the museum furthering the aspiration of tino rangatiratanga</li> <li>• Contribute to the maintenance and implementation of post settlement and relationship agreement work plans and programmes.</li> </ul>
<b>Manage, Maintain and strengthen strategic relationships</b>	<ul style="list-style-type: none"> <li>• Respond to proposals and requests from Iwi/Māori organisations as required</li> <li>• Support to the Iwi-in-residence programme and provide support to Iwi throughout their residency at Te Papa</li> <li>• Act as a key channel of communication, conduit and liaison between Te Papa and Te Ao Māori and ensure that Iwi Māori views and messages are clearly communicated within Te Papa acting as a kaitakawaenga in the relationship and engagement space to advance strategic relationships.</li> <li>• Contribute to the management of relationships with Māori and develop ways of strengthening relationships seeking opportunities for iwi across Te Papa.</li> <li>• Explore emerging partnership opportunities with iwi, to advance a transformational tiriti-led approach, advancing te ao Māori aspirations and self-determination</li> </ul>
<b>Provision of Manaaki in service of iwi Māori</b>	<p>The position will provide manaaki to whānau, hapū, iwi, tohunga, individuals and Māori organisations at Te Papa by</p> <ul style="list-style-type: none"> <li>• Working with Pou Awhi-ā-Iwi and Pou Tikanga to ensure tikanga is maintained and culturally safe when engaging with whānau, hapū and iwi</li> <li>• Responding to proposals and requests from Iwi/Māori organisations as required</li> <li>• Advocating for the advancement of iwi aspirations and iwi voice within Te Papa</li> <li>• Directing and coordinating manaakitanga of te ao Māori when engaging with Te Papa and its processes and projects.</li> </ul>

<b>Team contribution</b>	<p>The position is a member of the Iwi Relationships Team which is responsible for taking a whole of organisation approach to the achievement of Te Papa's strategic direction. The position will:</p> <ul style="list-style-type: none"> <li>• Work collaboratively with other members of the team, to develop and implement the strategic direction of Te Papa and specific directorate operational plans.</li> <li>• Provide information on the operating environment, resources and capabilities to inform strategy development and decision-making.</li> <li>• Present solutions that deliver greater impact as measured by Te Papa's Performance Framework.</li> <li>• Collaborate with other colleagues to progress organisation-wide initiatives, cross-functional projects and organisation development activities.</li> <li>• Transfer knowledge and skills, share information with and/or train Team members and other Te Papa staff as needed.</li> <li>• Work collaboratively with other members of the Team to: <ul style="list-style-type: none"> <li>○ contribute and implement the strategic direction of Te Papa and directorate operational plans.</li> <li>○ ensure plans and programmes meet the needs of identified stakeholders.</li> <li>○ ensure an integrated approach to Team programmes and projects.</li> <li>○ coordinate resources and participate in cross disciplinary teams as and when required.</li> <li>○ provide input into development and improvement of procedures, systems, processes, and ways of working.</li> <li>○ provide back-up assistance to other team members as required.</li> </ul> </li> </ul>
<b>Stakeholder Relationships</b>	<p>Proactively establish and maintain networks and relationships with key internal and external stakeholders to support delivery of team outputs</p> <ul style="list-style-type: none"> <li>• Identify and develop relationships with key stakeholders.</li> <li>• Use these relationships to identify and advance opportunities that create mutual reputational and business benefits.</li> <li>• Build internal networks and coalitions that will achieve cross-organisation outcomes and an integrated response to external stakeholders, resources, workloads, delivery and forecasting.</li> <li>• Represent and positively promote Te Papa, its vision and objectives, to build stakeholder engagement and support. This is done on a proactive basis.</li> <li>• Strong communications skills including influence, presentation skills to engage a wide range of people.</li> <li>• Maintain professional and responsive relationships, ensuring that positions are clear, that commitments are met, and problems and issues are resolved effectively.</li> </ul>
<b>Resource Management</b>	<p>The position contributes to team efficiency.</p> <ul style="list-style-type: none"> <li>• Establish and monitor your work programme.</li> <li>• Regularly review your current capabilities and build or source required skills.</li> <li>• Consider the team's financial resources and budget when bringing solutions.</li> <li>• Look for opportunities to make improvements to work-place practices that improve Te Papa's business sustainability.</li> <li>• Active participant in the people performance process.</li> <li>• Take part in cross functional and organisational priorities as appropriate.</li> </ul>



<b>Risk Management</b>	<p>Manage risks associated with the development and delivery of work related to the position. The position will ensure that any delivery risk is monitored and managed on a day to day basis.</p> <ul style="list-style-type: none"> <li>• Identify potential risks and mitigation strategies.</li> <li>• Monitor compliance with solutions and escalate risks or issues to when appropriate.</li> <li>• Take action in accordance with Te Papa's Health and Safety Policy and the Health and Safety at Work Act. Take ownership and responsibility for your own personal health and safety.</li> </ul>
<b>Change Management</b>	<p>Enable organisational culture and promote continuous improvement. The position will:</p> <ul style="list-style-type: none"> <li>• Identify opportunities for improvement and issues which impact on the sustainability of change.</li> <li>• Integrate Te Papa's philosophies of Mana Taonga, Museology and Learning, along with our bicultural and all other policies into day-to-day work practice.</li> <li>• Model creative innovative and collaborative approaches to work.</li> <li>• Model and reinforce Te Papa's Uara/Values and alignment to Te Papa's vision and values.</li> <li>• Model and promote Te Papa becoming a Te Tiriti based museum</li> </ul>