

## **Kaiwhakahaere Hononga Māori – Position Description**

### **New Zealand Playcentre Aotearoa Vision/Mission:**

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

### **Purpose of the Position**

As part of the National Service Centre team, lead and support Playcentre to build effective relationship with Iwi and Māori, including building relationships with aligned / interconnected organisations and agencies to support Playcentre's continued development.

Collaboratively support and guide managers and teams to develop Playcentre's cultural capability supporting Rōpū Māori to function effectively.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa.

### **Place of Work**

National Service Centre, Mana

### **Reporting**

Kaiwhakahaere Hononga Māori – reports to the Chief Executive

### **Direct Reports**

- Kaihononga Māori (x5)
- Pou Hononga Māori - Fixed Term role



*“Whānau tupu ngātahi – families growing together”*

## Delegations

- Human Resources and Financial Delegations as specified in Playcentre’s Delegated Authorities Policy and Schedule

## Key Relationships

- National Management Team
- Regional Managers
- External Stakeholders
- Playcentre Aotearoa staff

<b>Key accountabilities</b>	
Leadership	<ul style="list-style-type: none"><li>• As a member of the Playcentre management team, takes a proactive leadership role to collaborate, drive and lead performance supporting a strong centre focus.</li><li>• Walk the talk of our values, demonstrate strong leadership behaviours, build our culture and inspire others to achieve great outcomes for themselves, Playcentre and our members.</li><li>• Determine, shape and implement the team annual work programme, identify potential risks and mitigation strategies to achieve the work programme.</li><li>• Set objectives and drive results by delegating appropriately to the skills, experience and workload of team members.</li><li>• Support the Chief Executive and Chief Financial Officer to develop national budgets and manage these on a daily basis, reporting against the budget as required.</li><li>• Consistently behave in an honest, ethical and professional manner. Promote and advocate for the highest of personal and professional behaviour and evaluate the performance of staff in the light of those values.</li><li>• Manage team performance and develop team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.</li><li>• Manage key stakeholder relationships in specialist area.</li></ul>

Role specific	<ul style="list-style-type: none"> <li>• Develop and implement a national strategy to ensure Te Ao Māori is incorporated into everyday Playcentre operations, assisting employees and volunteers to understand Māori traditions and values, and how these are a part of the fabric and culture of Playcentre.</li> <li>• Lead strategic engagement with Iwi and Māori related groups, government entities and leads in other interconnected or aligned organisations / agencies, maximising opportunities for revenue generation.</li> <li>• In collaboration with the Communication Manager develop strategies to increase Māori knowledge of, and participation in Playcentre.</li> <li>• Lead development of Playcentre cultural capability and culturally responsive practice through development of strategies, guidance, coaching and mentoring.</li> <li>• Provide guidance and support to the Kaihononga Māori to develop Te Whare Tikanga Māori and Māori potential.</li> <li>• Support Playcentre Rōpū Māori to function effectively.</li> <li>• Support Playcentre Trustee Board with the organisation of the national hui.</li> </ul>
Bicultural partnership	<ul style="list-style-type: none"> <li>• Display a demonstrated understanding of te ao Māori, including an appreciation of matauranga Māori, tikanga Māori and te reo Māori.</li> <li>• Recognise and understand the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> </ul>
Centre focused	<ul style="list-style-type: none"> <li>• All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>• Comply with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>• Report any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>• Comply with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Actively engages in promotion of Māori cultural values.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.</li> <li>Review and create reports, identifying significant trends as well as isolated events.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Ability to establish trust and confidence of stakeholders.</li> <li>Honest, respectful and open in delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>Earns respect through competence in role and acting with honesty and integrity.</li> <li>Conveys and supports agreed messages with relevant examples, demonstrations and stories.</li> <li>Solution focused.</li> <li>Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>Provide expert and valued advice to support stakeholders (internal and external) and build trust.</li> <li>Draws on own knowledge and expertise to provide relevant advice to stakeholders.</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.</li> <li>Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

## Person Specification

### Skills and Attributes

- Te Reo and Tikanga Māori capability that will support building and maintaining credibility with key stakeholders and Playcentre employees.
- Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders.
- Well-developed influencing skills to achieve effective outcomes that are owned by stakeholders.
- Excellent communication skills, both oral and written.
- Recognises the "big picture" in issues while also attending to detail.
- Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Highly motivated and results orientated.
- Positive attitude with proven customer focus.
- Proficient in working collaboratively.
- Flexibility to travel and work remotely as required from time to time.
- Proven experience in leading, managing, and motivating teams.
- Committed to Playcentre philosophy and values.
- Proven experience of operational and strategic management.
- Tertiary qualification in a related field is preferred.
- Early Childhood Education / Playcentre experience or knowledge is desirable.