



<b>Job Title:</b>	Kaitohutohu Mātauranga – Māori Mātauranga Māori Outreach Advisor	<b>Department:</b>	Share and Promote
<b>Report lines:</b>			
<b>Direct Reports:</b> 0	<b>Reports To:</b> Poutaki Mātauranga Māori (Manager Mātauranga Māori Outreach)	<b>Key Stakeholders:</b> Share and Promote Group Mātauranga Māori Team Ngā Taonga employees	

### About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand’s audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand’s audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

### Position Purpose

The purpose of the Kaitohutohu Mātauranga Māori is to support the Mātauranga Māori Outreach team to deliver the Iwi Engagement Strategy and facilitate access to the significant mātauranga Māori within our Taonga Māori collections. This role will achieve this by working with the other teams within the Share and Promote Group, the Pou Ārahi, and other dedicated Mātauranga Māori staff.

This role delivers iwi/Māori engagement projects, researching our taonga Māori collections, maintaining kaitiaki rights and providing support and advice.

### Key Accountabilities

#### 1. Outreach

- Deliver outreach initiatives to engage with iwi/Māori, supporting them in accessing and utilising their taonga.
- Seek out funding opportunities, write up applications and manage delivery and reporting.
- Contribute to the Mātauranga Māori and Kaimahi Māori virtual teams.
- Support the Customer Service team to facilitate supply of rights-cleared material to meet iwi/Māori client supply requests.
- Support the Marketing and Communications and public Programmes team in their iwi/Māori engagement work including writing, editing and proofing content with appropriate use of te reo Māori.
- Collect and record relevant data and provide appropriate and consistent reports as required.

## **2. Advice**

- Support the wider Share and Promote team to deliver the Audience Engagement Strategy as it relates to engagement with iwi/Māori.
- Provide advice to the Pou Ārahi to provide organisational leadership in mātauranga Māori.
- Provide advice on iwi/Māori engagement.
- Undertake research into our taonga Māori collections and share the resulting insights.
- Maintain Tiakina as a living document, ensuring its continued development and embedding into the work of Ngā Taonga.

## **3. Contribute to Team Results**

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to work-place practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Take part in cross functional and organisational priorities.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.
- Take responsibility for sharing digital skills and understanding across members of the team.

## **4. Mātauranga Māori**

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.
- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.
- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.

## **5. Digital Capability**

- Advocate with staff the need to increase digital capability across the Ngā Taonga, reflecting the fact that we are in a period of transition towards predominantly working with born-digital content.
- Encourage and support staff to increase their digital skills and understanding of working with this medium
- Take responsibility for sharing digital skills and understanding across members of the team.

## **6. Relationship Management**

- Actively manage relationships and contractual agreements with key clients.
- Ensure relationships with internal stakeholders are maintained positively through regular and open communication.

- Ensure relationships with external stakeholders are established and maintained positively for service, research and development purposes.

## 7. Health, Safety and Wellbeing

- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

## Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection &amp; Collaboration</i>	<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>
Outcome: We are <b>trusted</b>		Outcome: We are <b>connected</b>		Outcome: We are <b>valued</b>
Valued Behaviour		Narrative/Explanation		
We value the collection by sharing it		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		
We lift each other up		<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>		
We are easy to work with		<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>		
We strive to do better		<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i>		
We use our time and resources responsibly		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		

Qualifications (or equivalent level of learning)

Essential	Desirable
	<ul style="list-style-type: none"> <li>• Level 3 or above of the Whakamātauria Tō Reo Māori Level Finder Examination (LFE), Te Taura Whiri i te Reo Māori</li> <li>• Tertiary qualification</li> <li>• Full NZ drivers' license</li> </ul>

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Comfortable building networks and working on collaborative projects with iwi and Māori communities.</li> <li>• Strong proficiency in te reo Māori</li> <li>• Experience presenting to public audiences and/or to the media in te reo Māori and English</li> <li>• High level of knowledge of the Treaty of Waitangi/te Tiriti o Waitangi settlements processes</li> <li>• High level of understanding of tikanga.</li> <li>• Some writing experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with audiovisual collections and/or with public events.</li> <li>• An understanding of archival ethos, practice and standards and audio/sound and broadcast history.</li> <li>• An understanding of kaitiaki and other rights management.</li> </ul>

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*