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|-------------------------------|---|---|-------------------|
| <b>Job Title:</b>             | Poutaki Mātauranga Māori -<br>Manager Mātauranga Māori Outreach       | <b>Department:</b>  | Share and Promote |
| <b>Report lines:</b>          |   |   |                   |
| <b>Direct Reports:</b><br>3-5 | <b>Reports To:</b><br>Group Manager Share and<br>Promote – Pou Tūhono | <b>Key Stakeholders:</b><br>Leadership team<br>Share and Promote Group<br>Mātauranga Māori Team<br>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 Poutaki Mātauranga Māori is to lead the Mātauranga Māori Outreach team to support and deliver the Iwi Engagement Strategy in conjunction with the other teams within the Share and Promote Group, as well as the Pou Ārahi and other dedicated mātauranga Māori staff.

The Poutaki Mātauranga Māori leads the team of Advisors to develop and deliver iwi/Māori engagement projects, researching our taonga Māori collections, providing advice on iwi/Māori engagement, maintaining kaitiaki rights, and coaching others.

The Mātauranga Māori team are a specialist resource for Ngā Taonga iwi/Māori engagement.

### Key Accountabilities

#### 1. Strategy, Planning and Thought Leadership

- Work collaboratively with colleagues across Ngā Taonga as appropriate to contribute to relevant strategies, policies and the Share and Promote business workplans, particularly the Iwi Engagement Strategy and Annual Plan.
- Develop and maintain plans for the team’s operations, work programmes, resources and budgets to enable the team to deliver the business group’s operational workplan.
- Keep abreast of emerging trends and developments related to taonga Māori both in New Zealand and internationally (indigenous heritage) to develop an informed and critical view of the relevant strategic challenges and opportunities.
- Support the Pou Ārahi to provide organisational leadership in mātauranga Māori and to the Mātauranga Māori and Kaimahi Māori virtual teams.
- Champion Ngā Taonga with external partners and stakeholders.

- Promote the work and reputation of Ngā Taonga through presentations to or interviews with public audiences and media outlets as required.
- Manage the team's financial resources including reporting and compliance.
- Contribute to setting and monitoring of budgets.
- In collaboration with the Public Programmes and Marketing & Communications team managers, lead the development and delivery of outreach initiatives to engage with iwi/Māori, supporting them in accessing and utilising their taonga.
- Ensure Tiakina is maintained as a living document and embedded into the work of Ngā Taonga.
- Develop and lead collaborative pan-Archive projects as required.

## **2. Contribute to Share and Promote Leadership Team**

- Work collaboratively with other members of the Share and Promote management team to develop and implement the business group's operational workplans including the Audience Engagement Strategy.
- Share information on the team's operating environment, resources, work programmes, resources and capabilities to inform strategy development, resource allocation and decision-making.
- Lead, drive and contribute collaboratively with colleagues to identify and progress business improvement initiatives, cross-functional projects and organisation development activities
- Provide advice and support on iwi/Māori engagement to all Share and Promote teams.

## **3. Lead Your Team**

- Develop and maintain projects, plans and processes for the team's operations, work programmes and resources to enable the team to deliver the business group's operational workplan.
- Lead the team to ensure they respond appropriately to internal and external requests for access to the collections.
- Provide leadership and line management to direct reports, building and developing a high-performing team with individual goals and objectives that are aligned with the Group's Engagement workplans and connected to the Ngā Taonga bigger picture.
- Maintain oversight of the current capabilities in the team and build capability by coaching and mentoring direct reports (and others as appropriate), identifying capability gaps and ensuring all team members have an appropriate professional development plan to develop their skills and capabilities.
- Ensure expectations and accountabilities of all team members are clear and documentation is up to date and consistent with expectations, and that systems are in place for reporting.
- Ensure team functions are kaupapa-centred, effective and high performing.
- Identify and manage resourcing needs for all work programmes.
- Manage the recruitment, onboarding and induction of team members in line with Ngā Taonga practices, to set them up for high performance.
- Identify opportunities and changes that constantly seek to improve the employee experience within the team and across Ngā Taonga.
- Identify key issues and risks and escalate appropriately.

## **4. Workflow and Outputs Management**

Manage the following workflows, systems and reporting:

- Delivery of the Iwi Engagement Strategy and Annual Plan.

- Contributions to the Mātauranga Māori and Kaimahi Māori virtual teams.
- Identification, development and delivery of outreach initiatives for iwi/Māori across the Share and Promote team, including but not limited to public programmes, presentations, and marketing and communications activity.
- Development of funding opportunities and applications.
- Support of iwi/Māori engagement within the Tiakina kaitiaki rights framework and the acquisition of those rights clearances.
- Research into and reporting on our taonga Māori collections.
- Accessing and reclaiming authoritative sources of mātauranga.
- Lifting capability across the Share and Promote team to deal with requests for access to Māori and non-Māori taonga through a coaching programme.
- Development, management and recording of appropriate agreements for material supply.
- Updating and tracking of client and audience information and activity via applicable systems.
- Collecting and reporting of customer and audience analytics.
- Application of appropriate client supply pricing and cost recovery.

## **5. 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.

## **6. 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.

## **7. Health, Safety and Wellbeing**

- Provide leadership and contribute to policy development that sets the direction for health and safety and drives a strong health and safety culture.
- Be aware of the Archive's hazards and risks and be able to operate established controls to proactively meet all standards.
- Ensure compliance with all relevant Health and Safety policies, requirements and legislation.
- Maintain your own wellness, health and safety within the workplace, and support 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  |
|-----------|--|
| N/A       | <ul style="list-style-type: none"> <li>• Tertiary qualification</li> <li>• Full NZ drivers' license</li> <li>• Level 3 or above of the Whakamātauria Tō Reo Māori Level Finder Examination (LFE), Te Taura Whiri i te Reo Māori</li> </ul> |

#### Knowledge/Experience

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"> <li>• Minimum three years people management experience.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working with audiovisual collections and/or in the GLAM sector.</li> </ul> |

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|---|---|
| <ul style="list-style-type: none"> <li>• Ability to work and lead within a te reo Māori environment</li> <li>• Experience presenting to public audiences and/or to the media</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>• Experience building networks and working on collaborative projects with iwi and Māori communities.</li> <li>• Experience in project development and implementation using recognised tools and practices.</li> <li>• Experience in developing and writing strategies and policies.</li> </ul> | <ul style="list-style-type: none"> <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> <li>• An understanding of contractual obligations with partner organisations.</li> </ul> |
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*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.*