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**Position Description for POU RangahAu whānau REO**

**Title:** Pou Rangahau, Whānau Reo

**Nature of employment:** Fixed term employment (until 30 June 2026)

**Size of the role:** Full-time (40 hours)

**Reports to:** Manahautū
 **Ko wai mātou | Organisation’s background and purpose**

The Āti Awa Toa Hauora Partnership Board (ĀATHPB) is recognised under the Pae Ora (Healthy Futures) Act 2022 as an Iwi-Māori Partnership Board (IMPB). IMPBs were formally established through the Pae Ora Act as one of the key measures to help improve hauora Māori outcomes and equity of outcomes, and to ensure Māori are able to exercise tino rangatiratanga and mana Motuhake on matters of interest to Māori.

As set out in the Pae Ora Act, the overall purpose of IMPBs is to represent local Māori perspectives on:

* the needs and aspirations of Māori in relation to hauora Māori outcomes;
* how the health sector is performing in relation to those needs and aspirations; and
* the design and delivery of services and public health interventions within localities.

The ĀATHPB was established in June 2022. The ĀATHPB is mandated by two iwi and three rūnanga (Ngāti Toa Rangatira, Te Āti Awa ki Te Awa Kairangi, and Ātiawa ki Whakarongotai). As part of the Atiawa, Raukawa, Toa confederation, we also work closely with Te Rūnanga o Raukawa and we draw inspiration and strength from the vision and the achievements of *Whakatupuranga rua mano* as we drive for ongoing educational, social and economic development of our iwi to achieve our shared aspiration of intergenerational health and wellbeing of all whānau living in our rohe.

Our understanding of health and wellbeing is holistic as expressed in our moemoea: *Oranga Whenua, Oranga Wai, Oranga Whānau.*

We will carry out our legislative functions by:

* Collecting, analysing and amplifying the oranga needs and aspirations of whānau Māori in our four whaitua.
* Assessing the state of oranga across our four whaitua
* Sharing insights with health and other agencies to inform better decisions and services and determine priorities for investment and innovation.
* Monitoring and reporting on government sector performance in meeting the oranga needs of our communities over time
* Reporting back regularly to whānau on progress.

**O mātou uara | Our Values**

* ***Tika*** - we contribute to health and wellbeing that is culturally grounded, authentic, and relevant.
* ***Pono*** - we support health and wellbeing that enhances mana, stands with integrity, and is fair to all whānau in our rohe.
* ***Aroha*** - we operate with kindness, aroha, compassion, and care.
* ***Kaitiakitanga*** - we operate in a way that protects and advances the health and wellbeing of our taiao for the generations to come.
* ***Wairuatanga*** - we endorse the spiritual dimensions of holistic health and wellbeing expressed through the synergy of tikanga, kawa, and mātauranga Māori.

**Mō te tūnga | Role purpose**

This is a leadership role responsible for co-producing and managing a new whānau voice evidence base for our Āti Awa Toa IMPB rohe. This involves action research with whānau and iwi partners, using tikanga based approaches to develop and manage the ongoing collection, protection, analysis and amplification of whānau voices on what is important for their oranga. The role also involves contributing to the design and development of an oranga outcomes framework with clear outcomes, indicators and data sources that enable us to monitor and report sector performance against whānau needs and aspirations for their oranga in our rohe – including regular progress reporting back to whānau.

This is a unique role that will need an experienced thought and people leader who is able to lead with influence and work collaboratively with a range of partners and stakeholders across our four whaitua of Porirua, Kapiti, Te Awa Kairangi and Pōneke communities as well as with key Crown entities and other sectors.

This role reports to the Manahautū and supports the Āti Awa Toa Hauora Partnership Board (the Poari) to fulfil its responsibilities under the Pae Ora Act.

**Ngā haepapa | Key responsibilities**

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| **Key responsibilities** | **Performance expectations** |
| **Marama Pū - Understand Mātauranga Māori** | * Demonstrate a comprehensive knowledge and understanding of mātauranga Māori, te ao Māori, Te Tiriti o Waitangi and te reo Māori.
* Understand the nature of Crown and Iwi partnerships and the dynamics involved.
* Understand the nature of the tuakana / teina relationship between the ĀATHPB and Runanga Boards.
* Understand the “power of co” and what it means to share space and place based mahi.
* Ensure cultural safety in all aspects of mahi.
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| **Whakawhanaungātanga - build and maintain strong and enduring relationships**  | * Establish respectful relationships with whānau and other participants in engagement activities, based on open communication and feedback.
* Build and maintain strong relationships with the Board, Manahautū, and hoa mahi.
* Build and maintain strong and reciprocal relationships with key staff from across the Rūnanga and Trusts, other IMPBs, key Crown partners, including Manatū Hauora and Te Whatu Ora.
* Coordinate and collaborate with others to highlight the unique health, healing and wellbeing aspirations, experiences, and expectations of whānau in our rohe.
* Contribute to the broader development of effective communication and engagement strategies that support the strategic direction and priorities of the ĀTHPB.
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| **Whakaaratia te reo (o te whānau) – build and maintain a whānau voice evidence Base** | * Use robust tikanga-based action research approaches to co-produce with whānau and iwi partners an engagement framework and ongoing work programme for whānau voice collection, protection, analysis, and reporting.
* Oversee implementation of each wave of the engagement work programme, including triangulating evidence with other data and research on health, healing and wellbeing outcomes for whānau Māori, reporting findings and planning the next suite of engagement activities.
* Contribute to the ongoing development and use of the ĀATHPB Whaitua ATLAS tool to support whānau voice
* Work with the ĀTHPB Ethics Komiti to ensure that all research and engagement with whānau, hapū, iwi, and tangata whenua are guided by Māori ethical frameworks and the mātauranga of our iwi
* Lead and work with iwi partners and technical advisors to identify and implement an appropriate data repository for the safe storage and analysis and sharing of whānau voice data.
* Ensure Compliance with all applicable legislation, including the Privacy Act 2020
* Ensure that processes are repeatable, robust, and consistent and enable measurement of change over time.
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| **Te waihanga pūrongo - Build a reporting approach unique to our rohe**  | * Lead the preparation and presentation of findings in range of formats and platforms for different audiences, in collaboration with Secretariat colleagues.
* Ensure the provision of high-quality advice, written reports, and presentations to Manahautū, the Board and other key audiences.
* Provide regular progress reports to Manahautū and Board.
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|  **Manaakitia te kahui IMPB - Support other Iwi-Māori Partnership Board (IMPBs) including Te Ikaroa**  | * Support the Manahautū and Board in their collaboration with other IMPBs.
* Prepare resources and give presentations to support the work of other IMPBs.
* Monitor requests to ensure capacity is able to meet when working with other IMPBs.
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| **Te Toa o te Rangatira - Kaupapa of ongoing learning, skill building, and development** | * Provide leadership, including mentoring to other team members.
* Support, mentor, and build the capability of the organisation and individual team members in data collection, research, analysis, and formal writing.
* Grow knowledge about the health, healing and wellbeing system of care in Aotearoa, New Zealand.
* Undertake relevant training and development as requested or approved by the Manahautū.
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| **Mahi tahi - Internal processes** | * Administrative duties related to the responsibilities and duties outlined in this position description.
* Comply with all notified policies, procedures, and instructions.
* Comply health and safety duties, procedures, and policies.
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**Ngā momo hononga | Key relationships**

**Hononga o-roto | Internal:**

* Manahautū
* Āti Awa Toa Hauora Partnership Board members
* Pou Ārahi
* Head of Strategy and Government Relations
* Commuinications lead
* Hoa mahi – colleagues

**Hononga o-waho | External:**

* Ngāti Toa Rangatira, Te Āti Awa ki Te Awa Kairangi and Ātiawa ki Whakarongotai
* oranga whānau, advisors, clinicians, and practitioners
* Tuakana rūnanga Boards
* Other Iwi-Māori Partnership Boards (IMPBs), iwi and Māori organisations
* Manatū Hauora | Ministry of Health
* Te Whatu Ora | Health New Zealand
* Whaikaha | Ministry of Disabled People
* Public Health Organisations
* Te Tāhū Hauora | Health Quality & Safety Commission
* Manatū Mo Te Taiao | Ministry for the Environment
* Te Papa Atawhai | Department of Conservation
* Local & Regional Councils
* Te Tumu Paeroa | Office of Māori Trustee
* Other Crown Partners including key social determinant agencies – Te Puni Kōkiri, Social Development, Social Wellbeing Agency, MBIE, Housing and Justice Agencies, ACC, Oranga Tamariki and the Ministry of Education.
* Third party service providers, vendors, and consultants

**Ngā pūmanawatanga ou | Person specification**

* Senior experience and knowledge of mātauranga Māori, te ao māori, tikanga Māori, te Tiriti o Waitangi, ideally also Te Āti Awatanga, Atiawatanga ki Whakarongotai and Ngati Toatanga.
* Excellent written and verbal communication skills in both Te Reo Māori and Te Reo Pākeha.
* A relationship builder and influencer
* Relevant tertiary qualification, ideally post graduate including at least 5-7 years relevant experience leading in quantitative and qualitative research and analysis.
* Experience in developing costed engagement plans and budget reporting.
* Experience and/or interest in working in an iwi Māori organisation.
* Passion for better outcomes for hauora Māori and improvement for Māori across oranga domains and social determinants.
* Proficiency in Microsoft 365 Suite (Word, Outlook, Excel, PowerPoint, SharePoint, Teams).
* Familiarity with IT systems that can support engagement, storage and analysis of data.
* Proficiency in Adobe, Zoom, and social media channels (training given where necessary).
* Ability to travel for work.
* Excellent data collection, research, data analysis and writing skills.
* Strong organisational, multitasking, and time management skills.
* Strong interpersonal skills with the ability to build positive relationships.
* Ability to handle and prioritise multiple tasks.
* Proactive mindset, attention to detail, and the ability to work effectively in a collaborative team environment.
* Good initiative and judgement, and can-do attitude.
* Kind-hearted, empathetic, respectful.
* Proactive problem-solver with a positive attitude.
* Commitment to organisation's purpose and values.
* Full New Zealand drivers licence required.
* First Aid certified (training given if not).