# Position Description

## **Kaihautū | Cultural Co-ordinator**

#### Date Produced: 21st July 2004

Date Revised: 1st April 2025

### Position Holder Name:

### Position Holders Signature:

##### Date:

**Nā tō rourou, nā taku rourou ka ora ai te iwi.**

With your food basket and my food basket the people will thrive.

### **Who We Are**

Progress to Health is an independent not-for-profit organisation working with people living with disability or long-term health conditions and their whānau in communities across Te Manawa Taki rohe. We have 30 years’ experience and the majority of our staff and our board have lived experience or close family ties.

### **Whāinga | Vision**: Communities without barriers

### **Kaupapa | Purpose**: Create opportunities for living a full life.

### **Whakatakanga** | Mission: We positively influence the wellbeing of people through personalised support.

### **Ngā Mātāpono | Our Values**: Flexibility, Inclusiveness, Responsiveness, Passion

### Progress to Health recognises that New Zealand is a multi-ethnic society in which Māori have special status as Tangata Whenua (people of the land) and special rights under the Te Tiriti o Waitangi.

### For Progress to Health honouring Te Tiriti o Waitangi is at the centre of everything we do. Our strategic focus across all areas of the organisation is to respond appropriately to the needs of Māori communities and people we support to drive improvement and equitable outcomes of their mental health and disability wellbeing.

**Tuāpapa | Foundations**

We acknowledge and are committed to understanding and implementing these in our work:

* Commitment to the Kīngitanga
* The people and communities we serve
* Te Tiriti o Waitangi
* United Nations Convention on the Rights of Disabled Persons (UNCRDP)
* Enabling Good Lives Vision and Principles (EGL)

**Diversity and Inclusion**

Progress to Health is committed to strong and positive contribution and leadership by people we support within our organisation. We aspire to achieve a culture that embraces, encourages and celebrates diversity and inclusiveness in all aspects of how we work, interact with each other and deliver services both within our organisation and the wider community.

**Enabling Good Lives**

**Vision**

In the future, disabled people and their families will have greater choice and control over their lives and supports and make more use of natural and universally available supports.

**Principles**

The Enabling Good Lives Principles are an essential guide to all we do.

1. **Self-determination** – disabled people are in control of their lives.
2. **Beginning early** – invest early in families and whānau to support them to be aspirational for their disabled child, to build community and natural supports and to support disabled children to become independent, rather than waiting for a crisis before support is available.
3. **Person**-**centred** – disabled people have supports that are tailored to their individual needs and goals, these take a whole-life approach rather than being split across programmes.
4. **Ordinary life outcomes** – disabled people are supported to live everyday lives in everyday places. They are regarded as citizens with opportunities for learning, employment, having a home and family, and social participation – like others at similar stages of life.
5. **Mainstream first** – disabled people are supported to access mainstream services before specialist disability services.
6. **Mana enhancing** – the abilities and contribution of disabled people and their families are recognised and respected.
7. **Easy to use** – disabled people have supports that are simple to use and flexible.
8. **Relationship building** – supports build and strengthen relationships between disabled people, their whānau and community.

## **What you will be doing**

The Kaihautū | Cultural Co-ordinator develops and supports implementation of the Cultural Capability Plan leading to Progress to Health growing its responsiveness to Māori and building the right relationships in our communities. This will done through building team capability and supporting the development of local community relationships.

The Kaihautū | Cultural Co-ordinator works closely with the chief executive to ensure services are delivered to the highest standards while fulfilling Progress to Health’s whāinga | vision. With responsibilities across the organisation, the role will strengthen Progress to Health’s Māori development. It will ensure the strategic direction, goals and plans are understood and achieved through kotahitanga | togetherness. This role will also ensure te ao Māori is fully integrated and visible in our culture, policies, systems and service delivery. With shared responsibility for the cultural capability plan, the role champions ao Maori perspectives and associated relationships.

The Kaihautū | Cultural Co-ordinator is expected to work in a cultural advisory capacity to the Board of Progress to Health, and the leadership team.

The Kaihautū | Cultural Co-ordinator will work to advise how Progress to Health can appropriately meet cultural requirements for team members employed and tāngata whaiora accessing services.

## **Nature & Scope of Responsibilities**

The Kaihautū | Cultural Co-ordinator’s reporting responsibilities are to the chief executive, for the direction, management and coordination of cultural development across Progress to Health.

The Kaihautū | Cultural Co-ordinator in association with the chief executive and leadership team will develop an overall plan, which will reflect the culture that Progress to Health strives towards.

## You will be responsible for

| **Area of Responsibility** | **Key Tasks** | **Key Outcomes** |
| --- | --- | --- |
| **Development and monitoring of plan** | * Ensuring the plan is in place and right for current environment.
* Monitoring and reporting on performance against the plan.
* Working with board and leadership to develop the plan.
 | * Plan adopted across all levels of the organisation.
* Improvements put in place based on identified development areas.
* Plan’s objectives achieved.
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| **Building team responsiveness to Māori** | * Development of plan resources to support team capacity.
* Running team development workshops.
* Providing team supervision.
 | * Team has access to resources that support their growth and understanding of Te Āo Māori.
* Growth in team’s confidence in working with Māori.
* Regular training sessions held to build competency.
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| **Building relationships** | * Supporting team to develop relationships with mana whenua in the communities we are present.
* Developing and maintaining key relationships.
 | * We have local relationships across each of the key communities which we are present.
* Progress to Health is a trusted partner.
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|  **Data & reporting** | * Sourcing and maintaining data to inform plan.
* Completing monthly and quarterly reports tracking work completed and outcomes achieved.
 | * Data is informing our practice.
* Timely and relevant reports produced.
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| **Other requirements** | * Support development of policies that will reflect the plan, Te Tiriti o Waitangi and our mātāpono | values.
* Supporting other key projects and activities underway in the organisation as required.
 | * Policies reflective of our values and foundations.
* Valued contributor across team.
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| **Tikanga & Kawa**  | * Implementation of Tikanga and Kawa
 | * Team has access to resources that support their growth and understanding of Te Āo Māori.
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## Our Best Practice Aspirations:

* Progress to Health has a dedicated person serving as a cultural advisor who provides consistent, day-to-day guidance on Māori cultural practices and values, ensuring cultural alignment across all levels of the organisation.
* There is a structured process that allows staff and Board members to consult with the cultural advisor for support on tikanga and other cultural questions, promoting respectful and informed practices.
* The cultural advisor is actively involved in key decision-making processes, ensuring that cultural considerations are integrated into strategic and operational plans.
* We keep a formal partnership agreement[[1]](#footnote-1) with the cultural advisor, clearly outlining their role and responsibilities to promote accountability and effectiveness.
* Feedback from the cultural advisor is regularly looked for and incorporated into policies and day-to-day practices, reinforcing the organisation's cultural responsiveness.
* Staff receive regular training on how to engage effectively with the cultural advisor, fostering confidence and respect in seeking cultural guidance.
* The presence of a cultural advisor has significantly enhanced our organisation’s cultural competency and overall responsiveness to Māori needs, reflected in positive feedback from staff and stakeholders.

## Delegated Authorities

Financial authority (if applicable).

## What you will bring to the role

* Preferably fluent in Te Reo Māori.
* Tikanga and Kawa
* Uara and mātāpono from a Māori world view
* A strong community behind you that supports kaupapa Māori
* Connections and mana across Māori community.
* Experience in delivering disability or social services that brings understanding of the work our team is performing.
* Experience in developing and delivering training materials.
* Self-directed – ensuring you have the information and knowledge to make informed decisions, take initiative and act within agreed guidelines.
* Having the knowledge and confidence to take initiative, make decisions and solve complex problems by asking questions, seeking knowledge and being proactive.
* Adaptable – being flexible and adjust to changing factors, conditions or environments – able to respond quickly to changing ideas, responsibilities, expectations, trends, strategies and other processes.
* Communication – being open, clear and transparent in our communication which is appropriate for the audience – we say what we mean and mean what we say.
* Participative – sharing decision making – working with the team and being open to new perspectives.
* Respectful – accepting people for who they are, even when they are different from you or you don’t agree with them.
* Honesty and integrity – doing what we say we will do, when we say we will do it and do it in a way that it needs to be done.
* Disability rights – uphold the rights outlined in the UNCRDP – seeing the person, not the disability.
* Ethically driven – doing the right thing.

## **Your health, safety and wellbeing**

### At Progress to Health, we all have a collective role to maintain a healthy and safe work environment for ourselves and others by:

* + - * Complying with and supporting Progress to Health’s health, safety and wellbeing policies, guidelines and initiatives.
			* Knowing what to do in the event of an emergency or if a health and safety incident or near miss occurs.
			* Adhering to safe work practices and knowing how to keep safe from hazards and risks relevant to your role.
			* Raising concerns or reporting hazards, incidents or near misses as soon as reasonably practicable.

## Acknowledgement

Team Member Name: Signature:

Date:

1. Contract for service or employment agreement [↑](#footnote-ref-1)