POSITION DESCRIPTION

KAIRURUKU KAUPAPA MĀORI COORDINATOR

PREVENTION

Position number:	6339
Business area:	Kaupapa Māori and Cultural Communities
Location:	Flexible
Reports to:	Pou Whakahaere
Version date:	October 2026

WHO WE ARE AND WHAT WE ARE ABOUT

Fire and Emergency New Zealand is a Crown Entity established on 1 July 2017 under the Fire and Emergency New Zealand Act 2017.

We exist to protect and preserve the lives, property and environment of all New Zealanders. We do this through reducing unwanted fires, responding to fires and other emergencies including motor vehicle crashes, medical emergencies, hazardous substance related incidents, natural disasters and supporting increased community readiness and recovery.

Our vision is to build stronger communities and protect what matters most to the people within them.

As the most trusted public sector agency we are working to embed our new values. Our values reflect what is important to our people and set out what we believe is core to who we are and the organisation we aspire to be. Our values are:

- We Do the Right Thing – Kia Tika
- We Serve and Support – Manaakitanga
- We Are Better Together – Whanaungatanga
- We Strive to Improve - Auahatanga

POSITION CONTEXT AND PURPOSE

The role of Kairuruku Kaupapa Māori Coordinator is to provide high level and confidential coordination and administrative support to the Pou Whakahaere and Pou Takawaenga Pou Takawaenga Māori. This position will work collaboratively with the wider team in response to fluctuating workloads to ensure deadlines are met.

SCOPE OF JOB

Financial delegations:	Nil
Staff responsibility:	Nil

KEY ACCOUNTABILITIES & DELIVERABLES

The job holder is responsible for delivering results in the following areas:

- Providing support to the Pou Whakahaere, and other directorate staff to ensure an effective use of their time and identifies, plans and keeps the wider Kaupapa Māori and Cultural Communities branch aware of upcoming tasks, events and requirements
- Providing management and coordination of meetings, conferences, workshops including attendance when required
- Understanding and supporting the wider Kaupapa Māori and Cultural Communities Branch with their key objectives and strategic goals
- Managing of documentation to ensure quick and effective access to information when required

- Build and maintain effective working relationships with internal and external stakeholders using appropriate tikanga
- Monitoring progress of team objectives to ensure they are on track and completed within given timeframes
- Ensuring confidentiality of information & documentation is maintained at all times
- Conducting all dealings, both within the team and wider Fire and Emergency in a professional, competent manner in order to ensure public confidence
- Providing financial administration including management of accounts payable, monthly expenses, monthly reporting to manager on budget status and budget preparation
- Managing of and coordinating the teams travel requirements including approvals and monthly reconciliation
- Managing shared mailboxes email and correspondence as per Kaupapa Māori directorates requirements
- Preparing high quality documents, reports, spreadsheets, presentation material and other correspondence as required
- Provide a wide range of administrative and general support tasks
- Assisting in shaping the culture of the organisation in accordance with the vision and values while role modelling Fire and Emergency's values and behaviours
- Any other duties consistent with the position as may be required by the manager.
- All FENZ employees are expected to operate in line with our organisational values which are:
    - We Do the Right Thing – Kia Tika
    - We Serve and Support – Manaakitanga
    - We Are Better Together – Whanaungatanga
    - We Strive to Improve - Auahatanga

SAFETY, HEALTH & WELLBEING - RESPONSIBILITIES

- Understanding, and leading by expectation and example, your duty of care for safety, health and wellbeing in relation to Fire and Emergency New Zealand personnel, workplaces and work activities under your influence and control
- Complies with the safety, health and wellbeing policy, relevant procedures and event reporting requirements
- Reports all safety, health and wellbeing events (injuries, illnesses, near misses, and exposure to hazardous or biological substances)
- Involved in safety, health and wellbeing through participation and consultation processes

KEY RELATIONSHIPS

Internal

- Kaupapa Māori Directorate
- Kaupapa Māori and Cultural Communities Leadership Team
- National travel and finance team
- Regional and District business support

External

- Event service providers
- Iwi, hapū, whānau

QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Suitable candidates will possess the following skills/attributes:

Essential

- Extensive experience in a senior administration role, including in the provision of executive assistance to a senior manager
- Strong interpersonal and communication (oral and written) skills
- Wide ranging knowledge of modern office administration procedures and current best practice of executive assistance
- Experience in building and maintaining effective working relationships with both internal and external stakeholders

- Experience and knowledge of accounts receivable and payable, financial reporting and budget processes
- Ability to organise and prioritise workloads effectively, to ensure high quality results within deadlines.
- Experience in minute-taking and report writing skills.
- A moderate level of proficiency in te reo Māori or a willingness to learn to a standard of being able to proficiently converse in te reo Māori at moderate level.
- An understanding of Maori culture relating to the various groups within the Region (hapū, iwi, various marae, rūnanga, management councils and committees), service providers and other interest groups
- An understanding of Tikanga Māori

PRACTITIONER: Organises self and works with others to carry out tasks and duties.

SELF

1. Focuses on own development; identifies new challenges to extend experiences.
2. Learns and reflects on how own behaviours and work style impact on others and on work tasks.
3. Actively seeks feedback from supervisor and peers and acts upon it.
4. Demonstrates persistence; adapts approach when required and continues to work to achieve individual and team objectives.
5. Maintains an optimistic outlook; overcomes obstacles and recovers quickly from setbacks.
6. Recognises the need for and adapts to change.

INFLUENCE

1. Contributes to positive work outcomes aligned to organisational objectives.
2. Contributes to team goals and understands how they relate to organisational objectives.
3. Communicates in an open and frank manner and gains the trust of others.
4. Models behaviours that are consistent with the values and practices of the organisation.
5. Shares information with the team.

ETHICS

1. Acts without favouritism or bias.
2. Adheres to organisational values and code of conduct.
3. Leads by example and maintains a high level of professionalism and impartiality; expects and encourages peers to apply the same high standards.

RELATIONSHIPS

1. Establishes good working relationships and trust with others.
2. Is aware of the benefits of networking.
3. Operates within the limits and boundaries of their role.
4. Represents the organisational position.

STRATEGY

1. Gathers information from a variety of sources.
2. Understands the relevance of organisational context to the workplace.
3. Problem solves, seeks advice and makes recommendations after considering the facts.
4. Prioritises work tasks aligned with the organisational strategic direction.
5. Understands the need to see the 'big picture' and recognises how relationships and processes fit within it.

PEOPLE

1. Works collaboratively as part of a team.
2. Is open to the perspective of others.
3. Supports the development of talent in others.
4. Strives to meet personal objectives and is aware of performance requirements; seeks help when needed.
5. Works with others to achieve performance objectives.
6. Resolves inter-personnel and inter-group conflict constructively.

RESULTS

1. Maintains a client focus in carrying out work tasks.
2. Adheres to procedural documentation and completes tasks.
3. Responds flexibly to changing demands while remaining focused on the objectives.
4. Supplements knowledge with technical expertise from others.