



# Kaitohutohu Matua ā-Iwi | Senior Advisor Iwi Relationships

## Position Description

<b>Directorate:</b>	Ngā Manu Atarau	
<b>Reports to:</b>	Head of Iwi Relationships	
<b>Delegated Authority:</b>	<b>Financial</b>	N/A
	<b>Human Resources</b>	N/A

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### Tuia te tangata, tuia ngā kōrero, tuia ngā taonga Connecting people, taonga and stories

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Te Papa's mission is to understand the past, enrich the present and meet the challenges of the future. Te Papa is more than just the national museum that houses New Zealand's treasures. It is a meeting place, a place for lifelong learning, and a place that inspires a sense of wonder and connection.

Biculturalism is a founding philosophy and practice of Te Papa designed to explore the contribution of Māori language and culture to the life, culture and activities of the museum in small and large ways. Te Papa fosters and nurtures cross-cultural capability, the ability of people of different cultural backgrounds to interact with one another in positive and uplifting ways.

Te Papa's three values Whanaungatanga (Teamwork), Manaakitanga (Respect) and Auahatanga (Creativity) are at the centre of how Te Papa works. Working actively in the cultural sector and in partnership with iwi Te Papa connects people taonga and stories.

Te Papa is an amazing organisation to work for with bold aspirations for the future.

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### Ka pēhea tō whai wāhi atu The Directorate

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#### Te Pūtake o Ngā Manu Atarau | The purpose of Ngā Manu Atarau

*To lead and drive the development and strengthening of te reo me ōna tikanga, te ao Māori, and Te Papa's ability to meet its Tiriti o Waitangi obligations and legislative mandate through:*

- *Strengthening key relationships between Te Papa, whānau, hapū, iwi and communities.*
- *Providing support to museums, galleries, whare taonga and iwi*
- *Supporting the tiakitanga of taonga, collections and tūpuna in line with aspirations of whānau, hapū and iwi.*
- *Growing the capability of Te Papa kaimahi to whakamana i te reo Māori.*
- *Maintaining the ongoing care of Rongomaraeroa marae for Te Papa.*

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### Ko te āhua e whai hua ai te tūranga Position purpose

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*As a team, we uphold relationships between Te Papa and Māori (iwi, hapū, whānau, Māori organisations, communities and individuals) through advocacy, oversight, leadership and strategic advice. We create, strategise, build, activate, support, maintain and manage enduring and meaningful relationships, engagements and expressions of mana taonga across Te Papa.*

Working to the direction of Pou Awhi-ā-Iwi the Senior Advisor Iwi Relationships is responsible for the development of Te Papa's Iwi relationship and engagement strategy and for oversight of the

implementation of Te Papa's Te Tiriti o Waitangi obligations, specifically contributions to Treaty settlements.

The position interrogates, provides strategic leadership, advice and a Māori world view to documents, processes, ways of working, strategy and planning of Te Papa to accommodate mana motuhake and tino rangatiratanga for Te Ao Māori contributing to the teams aspiration to whakamāori the organisation.

This will be done by overseeing the development of relationship and engagement agreements, documents, processes, reporting, monitoring, work plans, protection mechanisms and strategic progression for Te Papa with Iwi Māori.

### Ka kawea e koe te aha Key accountabilities

- Lead the development of the Iwi Relationship & Engagement Strategy for Te Papa and iwi Māori including engagement, interaction and relationship approach.
- Facilitate, as required as part of the team, the delivery of Te Papa's commitments to iwi, hapū, whānau, individuals and Māori organisations.
- Lead and coordinate the response of Te Papa to Te Tiriti o Waitangi negotiations, settlement process and post settlement relationships, agreements and workplans, including guiding the delivery of activities to deliver on Treaty Settlement responsibilities.
- Facilitating and implementing the Iwi Relationship & Engagement Strategy throughout Te Papa and raising awareness and understanding with internal teams on the engagement, approach and capability of relationships with te ao Māori.
- Provide advice and support to facilitate the ongoing development of Te Papa as a te tiriti based museum.
- Facilitate communication between Iwi/Māori organisations and Te Papa as required.
- Provide advice and strategic leadership on Māori data sovereignty and intellectual property when engaging, collaborating and partnering with Māori.
- Provide leadership, develop systems for, and coordinating reporting and relationship health monitoring for Te Papa and Māori, including a repository of recording relationships and engagement with Māori.
- Develop and create relationship agreements and instruments including action-based work plans and programmes.

### Ka kawea e koe te aha ki ētahi atu Key relationships

#### Internal

- Kaihautū
- Director Ngā Manu Atarau
- Manager Iwi Development
- Wider Ngā Manu Atarau Directorate
- Managers and kaimahi across Te Papa
- Ngā Whetu Ririki
- Mātauranga Māori Team
- Rights Team
- Office of the Co-Leaders

#### External

- Iwi in Residence
- Iwi Leaders
- Māori organisations
- Manatū Taonga
- Te Ara Taonga Collective
- Strategic partners within Iwi and national organisations
- Iwi, hapū, whānau, marae, mātanga, tohunga, practitioners

### Ka kawea mai e koe te aha ki Te Papa Knowledge, experience & qualifications

- Demonstrated experience of working with Māori communities, Iwi, Hapū and key Māori organisations.

- An in-depth knowledge of iwi organisations at both macro and micro levels.
- Ability to quickly establish and build strong working relationships.
- Understanding of project management methodology and experience in leading projects from planning phase through to delivery.
- Demonstrated ability to apply a strategic perspective that describes the desired outcome and the projected pathway to achieve it.
- Successful track record in leading the development and delivery of iwi/bicultural projects.
- Ability to discuss Māori customary concepts with iwi in formal and conversational environments.
- Knowledge of customary concepts and their different application within Te Papa and in a iwi setting to be able to explain differences to various parties, identify potential opportunities and mitigate risk.
- Intermediate level of Te Reo Māori.
- Advanced understanding of tikanga Māori / customary concepts.
- Advanced awareness of the Principles of the Treaty of Waitangi and has been actively involved in their practical implementation.
- Mature communication approach and ability to interact professionally and efficiently with internal and external clients across all levels of the organisation.
- Highly developed ability to communicate information and ideas verbally and in writing with strongly developed influencing skills.
- Ability to express and present concepts and information effectively in a corporate and informal environment.
- Very high commitment to customer service.
- Ability to remain calm and maintain a problem-solving approach in response to difficult situations
- Competent user of Microsoft Office products.
- Experience in Māori crown partnerships is desired.
- Interest in Māori data sovereignty and IP as it relates to te ao Māori.

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## Ō mātau whāinga Our expectations

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The following Behavioural Competencies are expected from staff across Te Papa.

<b>Navigating for the future</b>	Engaging others	<ul style="list-style-type: none"> <li>• Adapt your approach/style to build trust and meet the needs of others</li> <li>• Work in partnership with our external stakeholders to achieve our strategic priorities</li> <li>• Respect others</li> </ul>
<b>Stewardship</b>	Enhancing organisational performance	<ul style="list-style-type: none"> <li>• Help biculturalism flourish</li> <li>• Make improvements</li> </ul>
<b>Identifying and developing our people</b>	Developing talent	<ul style="list-style-type: none"> <li>• Lifelong learner</li> </ul>
<b>Making it happen</b>	Achieving ambitious goals	<ul style="list-style-type: none"> <li>• Achieve high quality results</li> <li>• Support and contribute to an environment of excellence</li> </ul>
<b>Leadership character</b>	Curious	<ul style="list-style-type: none"> <li>• Adjust quickly to new situations, changing circumstances and requirements</li> <li>• Open to information and opinions that differ from your own</li> <li>• Have a positive attitude</li> <li>• Persevere in the face of resistance, obstacles and setbacks</li> <li>• Actively listen, show sensitivity and empathy</li> </ul>
	Honest and courageous	<ul style="list-style-type: none"> <li>• Open with other team members about concerns</li> <li>• Demonstrate courage where necessary to achieve results</li> <li>• Behave with integrity Maintain confidentiality of information</li> </ul>

		<ul style="list-style-type: none"> <li>• Take accountability for your own actions</li> <li>• Quickly and constructively address inappropriate behaviour</li> </ul>
	Resilient	<ul style="list-style-type: none"> <li>• Regularly communicate with your manager to ensure a sustainable and reasonable workload</li> <li>• You are aware of own response to stress and communicate any issues to your manager or another suitable person</li> <li>• Take responsibility for own physical and mental well being</li> <li>• Have the confidence to ask for help when necessary</li> </ul>
	Self-aware and agile	<ul style="list-style-type: none"> <li>• Understand your own strengths, capabilities and opportunities for development</li> <li>• Know your learning style and behavioural patterns and how to work best with others</li> <li>• Have a credible, self-assured and confident manner</li> <li>• Open to receiving help from others</li> <li>• Resolve conflict and differences on opinion in a positive manner</li> </ul>

## Ka kawea e koe te aha Accountabilities

Focus Area	Accountabilities
<b>Biculturalism</b>	<p>Biculturalism relates to every role and position within Te Papa, either directly and indirectly and in small and large ways. The position is responsible for taking part in opportunities to explore the contribution of biculturalism that are meaningful to job holder.</p>
<b>Develop, Manage and Maintain Te Ao Māori Relationships</b>	<p>The position will develop and support Te Papa's iwi relationships. They will:</p> <ul style="list-style-type: none"> <li>• Develop and implement a Te Papa wide Māori relationship and engagement strategy that outlines engagement, approach and interacting with Iwi and Māori. A strategy that is analytical and structured that re-imagines a crown entity museum and Māori community relationship to move forward into the future.</li> <li>• Develop and implement a framework to understand the health of relationships between iwi and Te Papa</li> <li>• Support and coordinate the development of long- and short-term Māori Relationship Plans for Te Papa with specific plans created and implemented for key iwi relationships, including: <ul style="list-style-type: none"> <li>○ Iwi residency;</li> <li>○ Treaty Settlement responsibilities.</li> <li>○ Repatriation;</li> <li>○ Relevant National Services priorities and the relevant and planned activities of other Directorates.</li> </ul> </li> <li>• Actively engage kanohi ki te kanohi with iwi, hapū, whānau, marae, individuals and Māori organisations to develop and maintain relationships</li> <li>• Contribute leadership to Māori data sovereignty practises and intellectual property when engaging, collaborating and partnering with Māori.</li> <li>• Develop and maintain a repository of iwi relationships, engagement and interactions across the whare.</li> <li>• Develop and create action-based work plans for relationship agreements.</li> </ul>



<p><b>Treaty Settlement Contributions</b></p>	<p>The Senior Advisor Iwi Relationships will contribute to leading, facilitating and coordinating Te Papa's Treaty Settlement obligations with Māori and Moriori as determined by the Head of Iwi Relationships.</p> <p>The position will:</p> <ul style="list-style-type: none"> <li>• Support, lead and facilitate Te Papa's contributions with Māori and Moriori in Treaty Settlement meetings, particularly in collaboration with Te Ara Taonga, the Culture and Heritage agencies.</li> <li>• Co-ordinate Te Papa's representation in negotiation meetings</li> <li>• Manage Te Papa's Treaty contributions in existing agreements and the development of new agreements as required.</li> <li>• Communicate to relevant internal teams and external parties the plans for Te Papa's contributions to Treaty Settlements.</li> <li>• Develop and maintain work programmes for post settlement relationships.</li> </ul>
<p><b>Manage, maintain and strengthen strategic relationships</b></p>	<ul style="list-style-type: none"> <li>• Alongside the team oversee and manage relationships with Māori and develop ways of strengthening relationships seeking opportunities for iwi across Te Papa.</li> <li>• Explore emerging partnership opportunities with iwi, to advance a transformational tiriti-led approach, advancing te ao Māori aspirations and self-determination.</li> <li>• Provide kaitakawaenga/conduit support between whānau, hapū, iwi, marae, Māori organisations and Te Papa to advance strategic relationships.</li> </ul>
<p><b>Provision of Manaaki in service of Iwi Māori</b></p>	<ul style="list-style-type: none"> <li>• Provide manaakitanga to whānau, hapū, iwi and Māori organisations at Te Papa.</li> <li>• Work with Pou Tikanga/Pou Awhi-ā-Iwi to ensure tikanga is maintained and culturally safe when engaging with whānau, hapū and iwi.</li> <li>• Advocate for the advancement of iwi aspirations and iwi voice within Te Papa.</li> </ul>
<p><b>Internal Support and Strengthening of the Te Papa Strategy</b></p>	<ul style="list-style-type: none"> <li>• Provide reporting and evaluation data and information to the Kaihautū, NMA Director, Pou Awhi-ā-Iwi and all of Te Papa about engaging with Iwi</li> <li>• Provide strategic advice regarding health of iwi relationships and work alongside and support internal staff to engage appropriately with te ao Māori to further strengthen the teams oversight and awareness of engagement with Iwi</li> <li>• Provide support, as required to National Service Te Paerangi in iwi relationship management relevant activities</li> <li>• Guide and support the enabling and enacting of Māori relationship &amp; engagement strategies agreements, processes and work programmes within internal teams across Te Papa</li> </ul>
<p><b>Team contribution</b></p>	<p>The Senior Advisor Iwi Relationships is a member of the Iwi Relationships Team which is responsible for taking a whole of organisation approach to the achievement of Te Papa's strategic direction. The Senior Advisor Iwi Relationships will:</p> <ul style="list-style-type: none"> <li>• Work collaboratively with other members of the team, to develop and implement the strategic direction of Te Papa and specific directorate operational plans.</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide information on the operating environment, resources and capabilities to inform strategy development and decision-making.</li> <li>• Present solutions that deliver greater impact as measured by Te Papa's Performance Framework.</li> <li>• Collaborate with other colleagues to progress organisation-wide initiatives, cross-functional projects and organisation development activities.</li> <li>• Transfer knowledge and skills, share information with and/or train Team members and other Te Papa staff as needed.</li> <li>• Work collaboratively with other members of the Team to:             <ul style="list-style-type: none"> <li>○ contribute and implement the strategic direction of Te Papa and directorate operational plans.</li> <li>○ ensure plans and programmes meet the needs of identified stakeholders.</li> <li>○ ensure an integrated approach to Team programmes and projects.</li> <li>○ coordinate resources and participate in cross disciplinary teams as and when required.</li> <li>○ provide input into development and improvement of procedures, systems, processes, and ways of working.</li> <li>○ provide back-up assistance to other team members as required.</li> </ul> </li> </ul>
<b>Stakeholder Relationships</b>	<p>Proactively establish and maintain networks and relationships with key internal and external stakeholders to support delivery of team outputs</p> <ul style="list-style-type: none"> <li>• Identify and develop relationships with key stakeholders.</li> <li>• Use these relationships to identify and advance opportunities that create mutual reputational and business benefits.</li> <li>• Build internal networks and coalitions that will achieve cross-organisation outcomes and an integrated response to external stakeholders, resources, workloads, delivery and forecasting.</li> <li>• Represent and positively promote Te Papa, its vision and objectives, to build stakeholder engagement and support. This is done on a proactive basis.</li> <li>• Strong communications skills including influence, presentation skills to engage a wide range of people.</li> <li>• Maintain professional and responsive relationships, ensuring that positions are clear, that commitments are met, and problems and issues are resolved effectively.</li> </ul>
<b>Resource Management</b>	<p>The Senior Advisor Iwi Relationships contributes to team efficiency.</p> <ul style="list-style-type: none"> <li>• Establish and monitor your work programme.</li> <li>• Regularly review your current capabilities and build or source required skills.</li> <li>• Consider the team's financial resources and budget when bringing solutions.</li> <li>• Look for opportunities to make improvements to work-place practices that improve Te Papa's business sustainability.</li> <li>• Active participant in the people performance process.</li> <li>• Take part in cross functional and organisational priorities as appropriate.</li> </ul>
<b>Risk Management</b>	<p>Manage risks associated with the development and delivery of work related to the position. The Senior Advisor Iwi Relationships will ensure that any delivery risk is monitored and managed on a day to day basis.</p> <ul style="list-style-type: none"> <li>• Identify potential risks and mitigation strategies.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monitor compliance with solutions and escalate risks or issues to when appropriate.</li> <li>• Take action in accordance with Te Papa's Health and Safety Policy and the Health and Safety at Work Act. Take ownership and responsibility for your own personal health and safety.</li> </ul>
<p><b>Change Management</b></p>	<p>Enable organisational culture and promote continuous improvement. The Senior Advisor Iwi Relationships will:</p> <ul style="list-style-type: none"> <li>• Identify opportunities for improvement and issues which impact on the sustainability of change.</li> <li>• Integrate Te Papa's philosophies of Mana Taonga, Museology and Learning, along with our bicultural and all other policies into day-to-day work practice.</li> <li>• Model creative innovative and collaborative approaches to work.</li> <li>• Model and reinforce Te Papa's Uara/Values and alignment to Te Papa's vision and values.</li> <li>• Model and promote Te Papa becoming a Te Tiriti based museum.</li> </ul>