

Pou Ahurea | Cultural Manager

Position Description

Position Title:	Pou Ahurea Cultural Manager		
Reporting to:	Chief Executive		
Date created:	July 2026	Date last updated:	
Direct reports:	Cultural Practitioner Lead initially; likely to lead a small cultural delivery team over time as the structure and programme of work grows.	Location:	

About Us | Mo Matou

Ngāti Tama ki Te Waipounamu Trust (**Ngāti Tama**) was formed to represent the Uri o Ngāti Tama who whakapapa to Te Taihū o Te Waka-ā-Maui (Top of the South Island). They are responsible for protecting and advancing the interests of Ngāti Tama, including the stewardship of whenua and taiao, strengthening cultural identity, supporting whānau wellbeing, and leading the strategic direction of the iwi. Each role is entrusted to those who will uphold these responsibilities with integrity and contribute to the collective aspirations of the iwi.

Primary Focus | Te Arotahi Matua

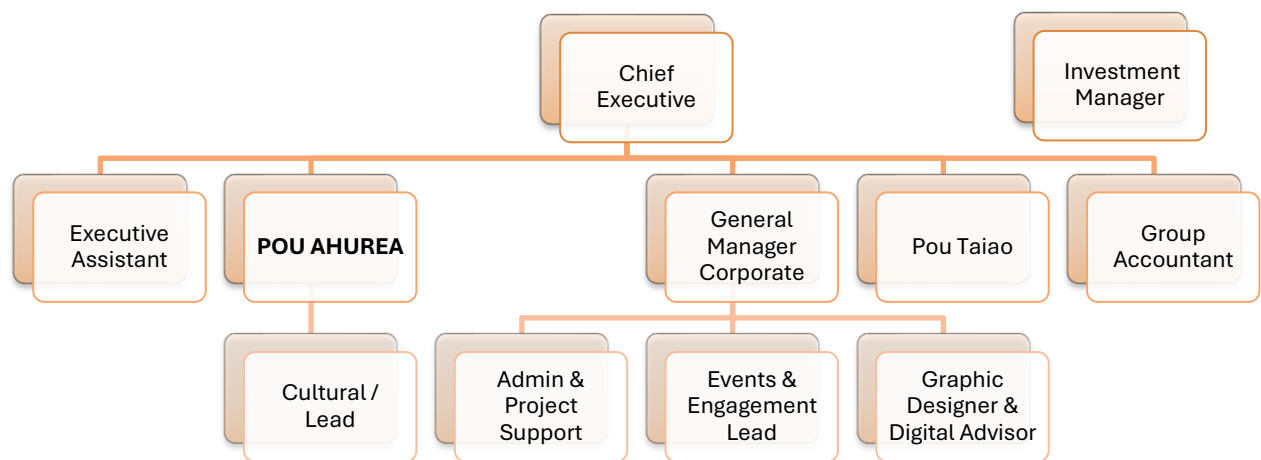
The Cultural Manager leads, coordinates and activates Ngati Tama cultural strategy by enabling access to te reo Maori and tikanga, delivering wananga and cultural programmes, strengthening whanau identity, whakapapa connection and cultural confidence, and building partnerships that improve cultural, health, wellbeing and socioeconomic outcomes for whanau.

Where cultural programmes intersect with taiao, whenua, wahi tupuna, matauranga Maori, environmental policy or statutory matters, the Pou Ahurea works in partnership with Te Pou Taiao so that cultural delivery and technical taiao accountabilities remain aligned and clearly led.

Your Team | Te Kapa o Ngāti Tama

The Pou Ahurea works as part of a small, collaborative Ngati Tama team and reports to the Chief Executive. In the short term, the role has direct people leadership responsibility for the Cultural Practitioner Lead and is expected to provide clear direction, coaching, coordination and performance support for that role. Over time, the Pou Ahurea is likely to lead a small cultural delivery team as the Ahurea work programme, resourcing and organisational structure develop. The role works closely with kaimahi, kaumatua, cultural advisors, whanau representatives, providers and external specialists to lead and deliver cultural strategy, te reo Maori and tikanga programmes, wananga, cultural learning, whakapapa connection and whanau-facing initiatives. The role provides cultural leadership and practical delivery across shared workstreams, helping ensure Ngati Tama cultural values, identity and aspirations are visible, well coordinated and translated into meaningful outcomes for whanau. Where kaupapa intersects with taiao, whenua, wahi tupuna, matauranga

Maori, environmental workstreams or statutory matters, the Pou Ahurea works in partnership with Te Pou Taiao so cultural delivery and technical taiao accountabilities remain clear and aligned.



Key Accountabilities | Nga Kawenga Takohanga

Accountability	Key responsibilities	Expected outcome
Te Reo Maori & Tikanga Programmes	Enable whanau to access te reo Maori learning pathways appropriate to their skill level, including community reo sessions, hikainga and digital resources. Coordinate delivery of reo and tikanga programmes with internal and external providers, kaiako and wananga partners. Support capability and confidence in te reo use across iwi communications, events and cultural programmes.	Whanau gain confidence and fluency in te reo Maori and tikanga practices.
Wananga & Learning Events	Design, plan and deliver wananga that inspire cultural identity, whakapapa connection and kinship. Collaborate with kaumatua, tohunga and subject matter experts to ensure kaupapa Maori learning is authentic and impactful. Evaluate wananga outcomes and adapt future initiatives.	Increased participation in wananga and strengthened cultural identity and pride.

Whakapapa, Cultural Identity & Place-Based Connection	Lead cultural and whanau-facing initiatives that strengthen connection to whenua, whakapapa, wahi tupuna and Ngati Tama identity. Work in partnership with Te Pou Taiao where cultural programmes involve taiao, whenua, wahi taonga, matauranga Maori, environmental workstreams or kaitiakitanga priorities. Support whanau participation in place-based learning, wananga and cultural activities, while referring formal cultural monitoring, resource management, statutory or technical taiao matters to Te Pou Taiao as accountable lead.	Whanau are empowered to connect to whenua and whakapapa while technical taiao responsibilities remain coordinated through Te Pou Taiao.
Health Awareness & Pathways	Raise awareness of health issues affecting whanau by partnering with health providers and iwi health units. Support access to health resources, kaupapa Maori health initiatives and preventive wellbeing programmes. Work with external policy advisors where health or wellbeing kaupapa require policy research, submissions, briefing material or advocacy support.	Improved awareness and uptake of health and wellbeing services among Ngati Tama whanau.
Partnerships & Advocacy	Build and maintain relationships with iwi, Maori organisations, health providers, education partners, cultural providers and community organisations to support greater resourcing for reo, tikanga, cultural development, health and whanau wellbeing programmes. Work with external policy advisors where cultural, health, education or social development kaupapa require policy research, submissions, briefing material or advocacy support. Work with Te Pou Taiao where cultural partnerships intersect with environmental, statutory, resource management or taiao matters. Represent Ngati Tama at cultural, whanau development and wellbeing forums, ensuring messaging is aligned with agreed Ngati Tama positions.	Strong partnerships elevate Ngati Tama cultural development and whanau wellbeing while remaining aligned with taiao and policy leadership functions.

Whanau Upskilling & Career Pathways	Facilitate opportunities that educate and upskill whanau and advance career aspirations, including workshops, mentoring and linkages to education and employment pathways. Identify gaps in skills and resources, and support development of iwi-led workforce initiatives. Work collaboratively with economic development, education and external policy support functions to align cultural activities with career outcomes.	Whanau gain skills and pathways to meaningful employment and leadership roles.
Cross-functional Alignment	Work as part of an integrated leadership and delivery model across taiao, cultural development, whanau wellbeing, external policy advice, advocacy and external relationships. Where kaupapa overlaps, agree the lead role, support role, delivery responsibilities, messaging and reporting expectations in advance. Contribute cultural leadership without displacing the accountability of Te Pou Taiao for technical taiao, statutory, cultural monitoring or environmental policy matters.	Shared outcomes are delivered with clear accountability, coordinated planning and consistent Ngati Tama messaging.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi share responsibility for creating and maintaining a safe, healthy, and supportive environment for themselves and others	• Take personal responsibility for the health, safety, and wellbeing (oranga) of yourself, your colleagues, and those you engage with through your mahi. • Actively promote and contribute to a safe and supportive workplace, ensuring all tools, equipment, and practices are used appropriately and safely. • Understand and follow Ngāti Tama Health, Safety and Wellbeing policies, procedures, and tikanga. • Uphold safe ways of working, speaking up where practices do not align with agreed standards. • Identify and report hazards, incidents, injuries, and near misses in a timely and appropriate manner. • Exercise the right to stop or refuse work that is considered unsafe, and escalate concerns appropriately.
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Accountability	• Take ownership for the health, safety, and wellbeing of areas and activities under your influence. • Maintain capability and awareness in Health, Safety and Wellbeing, ensuring your knowledge remains current and relevant. • Support a shared culture of safety, ensuring all kaimahi, contractors, and visitors understand and uphold their responsibilities. • Ensure all work is carried out safely, with consideration for people, environment (taiao), and community. • Provide appropriate guidance, supervision, and support to new or temporary kaimahi to ensure they can work safely and confidently.
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Skills and Qualifications | Ngā Tohu Mātauranga

Essential	• Proven ability to lead and deliver cultural strategy: able to translate strategic aspirations into practical workplans, programmes, wananga, partnerships, milestones and measurable outcomes for whanau. • Experience in cultural management, kaupapa Maori delivery, iwi development, community engagement or whanau development: demonstrated through practical delivery, leadership, programme coordination, relationship management or equivalent lived and professional experience. • Strong understanding of tikanga Maori, te ao Maori and Ngati Tama cultural identity: able to work confidently in a kaupapa Maori environment and support cultural integrity across programmes, events, communications and whanau-facing initiatives. • Te reo Maori capability or active commitment to development: able to support and normalise te reo Maori across cultural programming, wananga, iwi communications and engagement, with a willingness to continue strengthening personal capability. • Programme and project delivery capability: able to plan, organise, resource, deliver, monitor and evaluate cultural programmes, events, wananga and whanau initiatives within agreed timeframes and budgets. • Relationship and partnership management: able to build trusted relationships with whanau, iwi, kaumatua, cultural advisors, providers, education partners, health partners and community organisations. • Communication and facilitation skills: able to communicate clearly across audiences, facilitate wananga or hui, prepare written material, present kaupapa confidently and support shared understanding. • Accountability and execution discipline: able to take ownership of agreed outcomes, follow through on commitments, maintain records, report progress, manage risks and escalate issues early.
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	• Collaborative and people leadership: able to work effectively with Te Pou Taiao, GM Corporate, Events and Engagement Lead and other kaimahi where kaupapa intersect, while also providing clear direction, coordination, coaching and support to the Cultural Practitioner Lead and any future cultural delivery team. • Commitment to the aspirations, values and long-term vision of Ngati Tama: particularly in relation to cultural revitalisation, whakapapa connection, whanau wellbeing, intergenerational identity and iwi development.
Desirable	• Relevant qualification, training or equivalent experience in kaupapa Maori practice, te reo Maori, tikanga, education, cultural development, community development, iwi development, health promotion, social services, Maori development, project management or a related field. • Knowledge of Ngati Tama whakapapa, history and connections to Te Taihū, or a demonstrated willingness and ability to learn and uphold Ngati Tama narratives, kawa and cultural priorities. • Experience designing or delivering wananga, cultural learning programmes, reo/tikanga initiatives, events or whanau engagement activities. • Experience working within an iwi, Maori organisation, education, health, community or kaupapa Maori setting, particularly in roles requiring cultural leadership, delivery, facilitation or partnership coordination. • Understanding of Te Tiriti o Waitangi and Treaty settlement context as it relates to iwi development, cultural revitalisation, whanau wellbeing and Ngati Tama identity. • Practical experience managing budgets, contractors, providers, funding relationships or reporting requirements for cultural, education, wellbeing or community programmes. • Digital confidence to support online engagement, resource development, programme promotion, records, reporting and communication with whanau.

Alignment with Strategic Outcomes

Strategic / organisational outcome	Contribution of this role
A thriving Ngati Tama identity, empowering intergenerational whanau wellbeing	Leads cultural programmes, te reo Maori and tikanga pathways, wananga and whanau-facing initiatives that strengthen identity, whakapapa connection, cultural confidence and belonging.
Stronger cultural	Strengthens cultural identity and place-based learning while working in

and taiao outcomes	partnership with Te Pou Taiao where kaupapa intersects with whenua, taiao, wahi tupuna, matauranga Maori or environmental workstreams.
Improved whanau wellbeing and access to pathways	Builds relationships with health, education, cultural and community providers to improve access to wellbeing support, learning opportunities, upskilling, mentoring and career pathways for whanau.
Clear accountability and ownership of outcomes	Holds responsibility for planning, coordinating, delivering and evaluating cultural programmes, wananga, reo and tikanga initiatives, agreed whanau-facing workstreams, and the day-to-day direction and support of the Cultural Practitioner Lead.
Integrated delivery across Ahurea, Ahuora, Ahuhautū and Ahutaiao	Works collaboratively with Te Pou Taiao, GM Corporate, Events & Engagement Lead, the Cultural Practitioner Lead and other kaimahi to ensure shared kaupapa have clear lead/support roles, aligned messaging and coordinated reporting.

Key Relationships | Nga Hononga Matua

Internal	External
• Chief Executive • Te Pou Taiao • Cultural Practitioner Lead • GM Corporate • Events & Engagement Lead • Admin & Project Support • Graphic Designer & Digital Advisor • Group Accountant • Investment Manager • Executive Assistant • All Ngati Tama kaimahi • Trustees, iwi governance and advisory groups, where applicable • Ngati Tama kaumatua and cultural advisors	• Ngati Tama whanau, hapu, marae and representatives • Iwi and Maori organisations • Health and wellbeing providers • Education, training and employment pathway providers • Te reo Maori, tikanga and wananga providers • Community organisations and cultural partners • Regional iwi partners and Maori networks • Councils, Crown agencies and environmental stakeholders where cultural kaupapa intersects with taiao, in coordination with Te Pou Taiao • Specialist external consultants and providers • Other stakeholders and suppliers as required

Disclaimer | Te Whakakape

This Position Description outlines the key responsibilities, accountabilities, and expectations of the role, and how it contributes to the collective aspirations of Ngāti Tama. It reflects the importance of working collaboratively with fellow kaimahi, whānau, and stakeholders to achieve shared outcomes for the iwi.

The role will be supported by an annual Performance Agreement, developed in partnership between the kaimahi and their manager. The Performance Agreement will establish clear goals, Key Result

Areas (KRAs), and development objectives aligned with the strategic priorities and kaupapa of Ngāti Tama, and will provide the framework for ongoing performance, growth, and contribution.

As the needs and priorities of Ngāti Tama continue to evolve, both this Position Description and the associated Performance Agreement may be reviewed and updated to ensure they remain relevant, effective, and aligned with organisational direction.

Acceptance

I acknowledge that I have read and understood this Position Description and accept the responsibilities, duties, and expectations outlined within it.

Signed by the kaimahi:

Date:

Signed on behalf of Ngati Tama:

Date:
