



Aukaha

POSITION DESCRIPTION

Kaiwhakaterere
(Navigator)

WHO ARE WE? - KO WAI MĀTOU?

Aukaha Owners	Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Rūnaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga
Vision	Papatipu Rūnaka and hapū achieve their aspirations and exercise their rakatirataka activated through the ability of Aukaha to facilitate, advocate and champion for their people and rohe.
Mission	Aukaha works on behalf of mana whenua across their rohe providing pathways to a better future for Kāi Tahu, for iwi Māori, and for our wider communities. We ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social, and environmental fabric of the takiwā.

THIS ROLE - TE AROTAHI MATUA

The purpose of this role is to support and transition Māori and Pasifika into sustainable quality employment through the co-ordination and facilitation of activities, services and opportunities to support the aspirations of whānau. The support provided through this role will enable clients to be more self-managing and drive individual responsibility for one's economic, cultural and social development, and well-being.

WHO ARE YOUR TEAM? - TŌ KAPA

Reporting to	Kaiārahi Pūtere Rautaki	Direct Reports	Nil
Overall Report to	General Manager – Mana Tākata		
Nature and Term	Fixed term until 30 June 2025		
Location	Otago		
Internal Relationships	Aukaha Kaimahi Aukaha Governors Kā Papatipu Rūnaka Representatives		
External Relationships	Aukaha stakeholders and clients Māori and Pasifika Community Local, regional and central government agencies		

KEY ACCOUNTABILITIES - KĀ KAWEKA TAKOHAKA

<p>Sustainable Employment Pathways</p>	<p>Work alongside the Kaiārahi Pūtere Rautaki to create quality, sustainable employment pathways for Māori and Pasifika communities by:</p> <ul style="list-style-type: none"> • Promoting appropriate opportunities to whānau • Working with the individuals, whānau and relevant services/experts to formulate an individualised employment plan • Supporting clients to achieve employment plan milestones • Providing exceptional pastoral care • Undertaking regular on-site visits to the employee and employer to ensure performance standards are met or exceeded, and to mitigate employment issues that may arise. • Oversee training, liaising with ITO and tertiary institutions, organising travel and accommodation for block course attendance and ensuring that workers and apprentices complete and pass their courses.
<p>Development</p>	<p>Work to identify strengths, facilitate and mentor whānau to identify aspirations, and draw on a range of approaches to support whānau in achieving their aspirations. The outcomes for whānau will be:</p> <ul style="list-style-type: none"> ○ Self-managing and empowered ○ Leading healthy lifestyles ○ Participating fully in society ○ Confidently participating in Te ao Māori ○ Economically secure and successfully involved in wealth creation ○ Cohesive, resilient and nurturing ○ Responsible stewards of our living and natural environments <p>Assist with development of a pre-employment training and assessment programme to support a range of entry and progression levels to tailored training, skills and qualifications including:</p> <ul style="list-style-type: none"> ○ Progression through vehicle licensing, driver licences, HT, tracks and rollers, heavy equipment, crane operation. ○ Specialist tickets/qualifications – Site Safe, STMP, machine guarding, working at height, height and harness, traffic control, working in confined spaces. ○ Work readiness and in work mentoring. ○ Apprenticeships, upskilling and higher qualifications.
<p>Collaboration</p>	<p>Collaborate with Māori and Pasifika communities, as well as diverse industry sectors such as healthcare, education, retail, hospitality, construction and infrastructure, to create quality, sustainable employment pathways, including:</p> <ul style="list-style-type: none"> ○ Staff recruiting, selecting, managing. ○ Undertake regular on-site visits to the employee and employer to ensure that performance and employment issues are minimised. ○ Oversee apprentice’s training liaising with the ITO and tertiary institutions, organising travel and accommodation for block course attendance and ensuring that workers and apprentices complete and pass their courses.

Reporting	<ul style="list-style-type: none"> • Maintain accurate case notes to collect, collate, analyse and maintain up-to-date information on client progression through the appropriate CRM. • Support the Kaiārahi Pūtere Rautaki to complete funder-required reporting within the required timeframes.
General Duties and Responsibilities	<ul style="list-style-type: none"> • Be punctual and work the hours and times specified. • Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard. • Support and help develop a positive workplace culture. • Demonstrate excellent interpersonal communication skills. • Responsibly manage all business resources within accountability levels. • Undertake all duties and responsibilities outlined in this job description and all other duties as reasonably required by the business. • Comply with all employment obligations. • Promptly undertake to complete all reasonable and lawful instructions and directions given. • Serve the business in good faith, promoting and protecting the business' best interest. • During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment. • Demonstrate through own actions, a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

TO WORK WELL IN OUR SPACE

Understands the space and place	<ul style="list-style-type: none"> • Has a well-developed bicultural ease and confidence. • Has a strong grounding and knowledge of tikanga and relationships within Ngāi Tahu Whānui • Knowledge of rūnanga structures, relationships and processes and the application of Te Tiriti o Waitangi. • Competence in, or a willingness to become competent in, Te Reo Māori.
Can work with people	<ul style="list-style-type: none"> • Prioritises and manages relationships with sensitivity and care. • Is thoughtful, resilient and calm under pressure. • Leads by example and works in an inclusive manner. • Can work independently and as a member of a multidisciplinary team. • Is open to the views of others.
Is values driven	<ul style="list-style-type: none"> • Is authentic and pragmatic. • Is willing to take ownership and be accountable.
Is results focused	<ul style="list-style-type: none"> • Is practical and innovative. • Can prioritise tasks to respond quickly to demands, act independently, and work under pressure. • Demonstrates flexibility and can respond to changing needs and priorities. • Shows initiative, is energetic and self-motivated.

EXPERIENCE

Qualifications, skills and experience

- Self-starter.
- Demonstrated understanding of Māori and Pacific communities.
- Ability to work across generations of whānau.
- Ability to work alongside key personnel within construction and infrastructure companies.
- Demonstrated understanding of Te Tiriti o Waitangi.
- Demonstrated commitment to continuous improvement.
- Excellent oral and written communication skills.
- Ability to plan effectively and work innovatively.
- Background experience in community or mentoring work an advantage.
- Te reo me ona Tikaka Māori an advantage.
- Demonstrated experience of report writing.