

## Kaiārahi Matua – Senior Cultural Advisor – Māori

### 18-Month Fixed Term

<b>Team:</b>	People and Culture
<b>Group:</b>	People, Finance and Workplace
<b>Grade:</b>	18
<b>Reports to:</b>	Director, People Finance & Workplace Kaiwhakahaere Matua Kaitiaki
<b>Location:</b>	Wellington Office
<b>Updated:</b>	March 2024

<b>Role Purpose:</b>	<p>The Kaiārahi Matua is a critical role in VSA's journey to develop cultural capability in every role, at every level. To achieve this, the Kaiārahi Matua will focus primarily on:</p> <ul style="list-style-type: none"> <li>• Ensuring VSA's internal processes and practices deliver on the obligations we have to Te Tiriti o Waitangi in a sustainable and respectful manner.</li> <li>• Working with senior leadership to identify priority areas to strengthen understanding, tikanga, kawa and practices to better engage with iwi, hapū, and community organisations within Aotearoa.</li> <li>• Applying a te ao Māori lens across all recruitment, induction, health, and safety, disciplinary, performance and wellbeing initiatives and processes.</li> <li>• - Contribute to the development of VSA's Diversity Strategy and provide input to the development of the VSA strategy 2025-2030</li> </ul>
<b>Direct Reports:</b>	Nil
<b>Budget Delegation:</b>	Nil

## About VSA

Volunteer Service Abroad - Te Tūao Tāwāhi (VSA) is New Zealand's largest and most experienced volunteering agency working within international development. VSA sends New Zealanders and people with strong connections to Aotearoa on overseas assignments to share their skills, experience, and knowledge directly with local people and communities to make real, sustainable change.

VSA focuses on people-centred development. We give great importance to manaakitanga which means we value respectful partnerships, working and learning together, cross-cultural understanding, and the spirit of volunteering. VSA's values and our strategic focus reflect our commitment to bringing the spirit of Te Tiriti o Waitangi to the philosophy and values of our international development programme.

The purpose of VSA's programmes is to support countries across the Pacific to build their own capacity and sustainability. This is done by engaging skilled, committed New Zealand volunteers to work with in-country partners on short or longer-term assignments. VSA manages a range of development programmes in partnership with other organisations. These include in-country, regional, multi-lateral

and New Zealand-based partners, such as Government ministries, public and academic organisations, private businesses and not-for-profit community groups.

We have team members working from our National Office in Te Whanganui-a-Tara/Wellington, as well as team members and volunteers located across the wider Pacific in the Cook Islands, Samoa, Tonga, Fiji, Kiribati, Vanuatu, the Solomon Islands, Bougainville, Papua New Guinea, and Timor-Leste. VSA works in partnership with a range of partners across the Pacific and Aotearoa New Zealand, including non-government organisations as well as private, public, and academic organisations and institutions.

VSA's work is funded primarily through its strategic relationship with the Ministry of Foreign Affairs and Trade and independently generated income. VSA is an independent, secular, and not-for-profit organisation and is governed by a Council. VSA is registered in Aotearoa New Zealand as an incorporated society and is a charity registered with the Charities Commission.

You can find more information at [www.vsa.org.nz](http://www.vsa.org.nz)

## About the Team

VSA's People, Finance and Workplace group encompasses professional teams that drive the culture and internal practices of the organisation forward. This group covers work in people and culture, finance, information systems and technology, privacy, security, health, safety and wellbeing, cultural capability, risk management, legal, property and asset management, internal communications, project management approaches, and policies and procedures.

This role is an integral part of the People and Culture team. The People and Culture team manages the employee life cycle activities for VSA's New Zealand and in-country workforce. The Kaiārahi Matua is responsible for providing advice and support to the organisation on its Māori cultural capability journey.

## Critical Success Factors

The initial focus of this role is to conduct a stocktake of the current practices in place across the organisation including recruitment of volunteers and staff, performance, diversity and inclusivity, and utilisation of te reo, tikanga and kawa, deriving insights and reflections on the level of current cultural competence with respect to the Māori Capability Framework. The Kaiārahi Matua will indicate where progress can be made in both the long term and short term, with a specific focus on incorporating and embedding a te ao Māori lens, resulting in activity being woven into everyday practice and normalising this as we go. They will implement solutions that benefit VSA and advance internal practices.

The expected outcomes of this role are:

- Whakanui - create the conditions for te ao maori to be valued by VSA
- Whakaako - create the conditions for Te Tiriti o Waitangi to be valued by VSA
- Whakaatu - create the conditions for te reo Maori to be seen, read, heard and spoken by VSA

Area of Responsibility	Evidenced through
Leadership	<ul style="list-style-type: none"> <li>• Progress VSA's Māori Cultural Capability plan.</li> <li>• Assist VSA in measuring staff confidence in Māori Cultural Skills, using the e-Learning Cultural Competency Framework.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide advice on learning and development solutions to support the development of VSA cultural practice, te ao Māori, Te Tiriti o Waitangi, and Māori ritual of engagement.</li> </ul>
<b>Tikanga</b>	<ul style="list-style-type: none"> <li>• Work with Te Tumu Whakarae and the Senior Leadership team to ensure VSA has knowledge of, and is familiar with tikanga in a range of workplace situations that require the ability to lead the organisation confidently.</li> <li>• Communicate with and teach staff the relevance and importance of tikanga in various situations to grow capability and familiarity.</li> <li>• Support the adoption and use of te reo Māori, whakataukī, and karakia and provide an understanding of when to observe each.</li> </ul>
<b>Kawa / Protocols</b>	<ul style="list-style-type: none"> <li>• Work with Senior Leadership to identify priority areas to focus on and strengthen understanding.</li> <li>• Work with Wider Management Group and staff to identify different workplace situations where knowledge of kawa would support building stronger relationships with iwi and hapu.</li> <li>• Support and develop practices for engaging with iwi and hapū, and community organisations, guiding staff when and where necessary.</li> </ul>
<b>Policies and Processes</b>	<ul style="list-style-type: none"> <li>• Work with the Director People, Finance &amp; Workplace to review current internal people practices, processes and policies and ensure that they align with the values and principles of Te Tiriti o Waitangi.</li> <li>• Work with the People &amp; Culture Team to review current recruitment, performance management, disciplinary, health and safety, and wellbeing processes, to align with Te Tiriti o Waitangi values and principles.</li> <li>• Assist in the development of a recruitment strategy that would support Māori representation at any level in the organisation.</li> <li>• Support the development of the Volunteer Recruitment practices to encourage Māori engagement</li> <li>• Provide language translations (English to Māori, Māori to English) when required and advise on accredited translators.</li> <li>• Provide recommendations for amending existing processes, policies and practices to reflect a broader te ao Māori lens.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Provide input to the Marketing &amp; Communications Team to ensure any VSA collateral (media, web, internal/external) is culturally appropriate.</li> <li>• Help normalise greater use of te reo Māori and identify improvement areas that are culturally safe and correct.</li> <li>• Provide guidance, advice, and support to the Business Development Team on engaging with iwi, hapū, and Māori businesses to ensure appropriate tikanga and kawa are being followed.</li> </ul>

	<ul style="list-style-type: none"> <li>Attend meetings alongside team members where appropriate to lift knowledge and cultural capability.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Taking reasonable care for personal safety and wellbeing in all VSA workplaces.</li> <li>Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others.</li> <li>Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills, or fire (regardless of its severity).</li> <li>Reporting all hazards which may result in an injury, illness, spill, or fire, to your manager, and to the HR coordinator.</li> </ul>

At VSA there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and values.

At VSA all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees, and working parties across the organisation and with third parties.

## Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>Director People, Finance &amp; Workplace / Kaiwhakahaere Matua Kaitiaki</li> <li>Te Tumu Whakarae / Chief Executive</li> <li>Senior Leadership Team</li> <li>Marketing &amp; Communications Manager</li> <li>Business Development Manager</li> <li>Principal Liaison Pacific Partnerships</li> <li>Volunteer Recruitment Manager</li> <li>People &amp; Culture Team</li> <li>Council</li> <li>Kaumatua / kaitakawaenga</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Iwi</li> <li>Te Taura Whiri i Te Reo Māori</li> <li>Te Puni Kokiri</li> <li>Training Providers</li> </ul>

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at VSA.

## Skills / Competencies / Attributes

- Proven experience leading this kaupapa in similar organisations.
- Proven experience working in organisational transformation and cultural capability solutions.
- Strong relationship building skills.
- Credibility working between and among different iwi and hapū, navigating nuances of boundaries and protocols.
- A demonstrated interest working with Pacific communities, civil society and organisations.
- Extensive experience speaking te reo Māori, and a working knowledge of tikanga, kawa, and workplace protocols.
- Experience analysing an organisations policies and processes and making improvements through a te ao Māori lens.
- Ability to drive solutions to align with and progress strategic goals, working with a range of staff across the organisation to bring about growth and confidence.
- A genuine interest in International Development, biculturalism, multiculturalism, and the work of Volunteer Service Abroad.
- Courage to speak up and challenge, improve or raise issues in a timely manner.
- Cheerful, positive and comfortable working with a bunch of professional, focused and fun colleagues.

Note: A Covid-19 vaccination is mandatory for any member of VSA staff required to travel overseas on business. You may also be required to undertake pre-departure Covid-19 testing prior to deployment to Pacific countries. You will need to hold a current passport.