

Position Description

Position Title	Kaitohutohu Whakapāpātanga Mātāmua: Senior Communications Advisor
Function	Communications
Location	Wellington
Reports to	Communications and Marketing Manager
Last Review Date	July 2022
Ngā Mātāpono a Te Mātāwai	<ul style="list-style-type: none"> • <i>He reo tuku iho te reo taketake o Aotearoa</i> • <i>Ko ngā iwi me ngāi Māori ngā purutanga mauri o te whare o te reo mauri ora</i> • <i>Poua, whakatipuria, tāwaharautia te reo ūkaipo i roto i ngā hapori</i> • <i>Kia raka te mauī, kia raka te katau</i> • <i>Kia ū ki te wairua Māori</i>
About Te Mātāwai	<p>Te Mātāwai was established under Te Ture mō Te Reo Māori 2016 (The Māori Language Act 2016), as an independent statutory entity to act on behalf of iwi and Māori. Its purpose is to:</p> <ul style="list-style-type: none"> • provide leadership in promoting the health and well-being of Te Reo Māori for iwi and Māori, and at the community level; • support, inform and influence the Crown’s initiatives in protecting, promoting and revitalising Te Reo Māori; • give effect, through its association with Ministers of the Crown, to the relationship of the Crown with iwi and Māori in relation to Te Reo Māori; and • in conjunction with the Minister and the Minister of Finance, to provide oversight of, and direction to the Māori Television Service.
Purpose of the Position	The Senior Communications Advisor provides senior level support to deliver effective communication to our internal and external stakeholders keeping them informed and engaged.
With Delegations	<p>This position has the following management responsibilities:</p> <p>Human Resources staffing</p> <ul style="list-style-type: none"> • Direct reports – 0 • Indirect – 0 <p>Financial</p> <p>N/A</p>

Relationships

The position is required to build and maintain the following relationships:

Internal (within Te Mātāwai)

- Communications and Marketing Manager
- Te Mātāwai Leadership Team, including the Tumu Whakarae
- Te Mātāwai staff
- The Board
- Pae Motuhake and Kāhui

External (outside Te Mātāwai)

- Designers, Printers, Marketers, Photographers, Editors, Web developers
- Kaitono or potential kaitono
- Agencies under Te Whare o te Reo Mauriora, especially those in Te Papa Kōrero (Te Taura Whiri i te Reo Māori, Whakaata Māori, Te Māngai Pāho, Te Manatū Taonga, Te Puni Kōkiri, Te Tāhuhu o te Mātauranga, Te Tari Taiwhenua)

Key accountabilities

The following key accountabilities of this role assist in delivering the Te Mātāwai vision, mission, goals and functions of Te Mātāwai:

Strategic Advice

- Understand Te Mātāwai strategic communications objectives and provide high quality advice on communications that align with the strategy.
- Advise and develop communications that will inspire kāinga, hapori and iwi to be part of the Maihi Māori vision; and where appropriate, advise and develop communications that will inspire revitalisation nationally and internationally.

Delivery

- Lead the development and production of high-quality written communications.
- Support the Tumu Whakarae and Hoa-Toihau with the provision of high quality information and speaking notes for external communications.
- Contribute to the writing, proofing and editing process of a variety of internal and external print publications, newsletters, web, social media and production materials.
- Contribute to Te Mātāwai's website and digital platforms working in conjunction with internal Te Mātāwai groups to ensure accuracy of information.
- Provide advice on the appropriate placement of articles, stories and information in external publications and domains.

Stakeholder Management and Engagement

- Work with Te Mātāwai staff, Board members and Pae Motuhake to build and maintain a range of relationships and networks to influence, persuade and enrich our kāinga, hapori and iwi.
- Support ways in which Te Mātāwai Board members and Pae Motuhake can effectively promote and share the work of Te Mātāwai
- Develop strong communication channels to engage with external stakeholders such as the partner agencies in Te Whare o te Reo Mauriora.
- Build and maintain formal and informal networks and relationships that are important to the achievement of the communication strategy objectives.
- Maintain relationships with service providers to ensure projects are delivered on time and budget.

High Quality Communications

- Deliver high-quality and cost-effective communications that are relevant and accessible to identified target audiences.
- Support professional and timely responses to media issues to which Te Mātāwai can make a contribution.

-
- Advise on, and establish communication channels, that are effective in reaching our audiences.
 - Establish an effective format of written communications for our internal stakeholders to improve collaboration and shared learning between our funding partners.
 - Identify and arrange kanohi ki te kanohi opportunities for Te Tumu Whakarae, Board Members and Pae Motuhake that are aligned to Te Mātāwai Communications strategy.
-

Required qualifications, skills, knowledge and experience

You must have the following qualifications, skills and experience:

- Proficient in Te Reo Māori and English
 - Be a passionate advocate for the revitalisation of Te Reo Māori;
 - A relevant tertiary qualification and at least five years work experience in a related role.
 - Manage service provider contracts and invoices in a timely and accurate manner.
 - Excellent organisational skills and an ability to independently manage workload and deadlines.
 - Strong presentation, communications skills (written and oral) and relationship management skills.
 - Demonstrated ability to understand and use a variety of channels for effective communication to a range of audiences.
 - Be a creative thinker who can develop imaginative and cost-effective ways to get your key messages to different audiences.
 - Enjoys working as a team member, at a high level, and working collectively to get results.
 - Sound understanding of tikanga and Treaty of Waitangi principles.
-

Indicative Salary Range

\$112,000
