

Kaiwhakahaere Rangatōpū | Corporate Services Manager

Tūranga pūmau mō te 3 marama

Function **Te Matatuku / Corporate Services**

Location **Wellington**

Reports to **Tumu Whakarae**

Ngā aronga o te tūranga

Ko tā te Kaiwhakahaere Rangatōpū he arahi i tēnei tira, waihoki he mema o Ngā Kaiwhakahaere o Te Mātāwai. Ko tā te tūranga he titiro whānui ki ngā putanga o ngā mahi pūmau o Te Matatuku (pēnei i ngā mahi ahumoni, te hangarau mōhiohio me te ratonga mōhiohio, te taha ture, me te whakahaere tari me ngā whatunga) e rere noa ai ngā mahi, e tika ai te poipoi o ngā hononga me te whakatō i te wairua kaha kia puawai ai ngā hapori o Te Mātāwai.

Ngā Kawenga Matua

Kei te rōpū o Ngā Kaiwhakahaere te Kaiwhakahaere Rangatōpū, ka mutu māna hoki e kawē i ngā mahi e aunoa ai te rere, e kairangi hoki te tuku i ngā momo ratonga ka whakatinanahia e ngā mema o Te Matatuku e rarangi mai nei:

Kauiringi Tira

- He arataki, he poipoi hoki i ngā mema o Te Matatuku, e puawai ai he wairua mahi tahi, he wairua tautoko tētahi i tētahi. He whakatau i ngā haepapa mō te whakatutuki i ngā mahi me ngā ratonga.
- He kimi i ngā aukaha me ngā auheke hei whakawhanaketanga mō ia mema o Te Matatuku waihoki he tauawhi i a rātou ki te whanake i a rātou pukenga ōkawa

- He tuari i ngā rauemi e tāea ai e Te Matatuku te whakatutuki i a rātou mahi i runga i te tika o te mahi me te pai.
- He poipoi, he anga whakamua te whanake i tētahi taiao hauora, i tētahi wāhi haumarū, hei whakaaweawe i te whanaketanga o te tira me te kamupene.
- He taunaki i te whanaketanga o te mahere mahi me te rautaki a Te Mātāwai.
- He homai ō kōrero awhi, me ō māramatanga ki ngā Whāinga Matua me ōna Kaupapa mahi, māu hoki hei waha i ngā kōrero mō ngā mahi a Te Matatuku ki te rōpū o Ngā Kaiwhakahaere.
- He tautoko i Te Tumu Whakarae ki te whakatutuki i te Mahere Rautaki. He āta aroturuki, he āta arotake hoki i te haere o ngā mahi ki ngā Whāinga Matua.

Kaiurungi Rangatōpū

- He tiro whānui ki ngā mahi mahere mō te ahumoni me te tahua Pūtea a Te Mātāwai, he whakaputa whakaaro mō te whanaketanga o te ahumoni, me te pūmautanga o ngā pūnaha me ngā kaupapa ture o te mahere ahumoni me te tahua Pūtea o Te Mātāwai.
- He whakarite i te rautaki me te mahere mahi ki te whakahaere i ngā tūraru e ai ki ngā pūnaha tika.
- He waihanga, he pupuru i ngā kaupapa here me ngā hātepe a Te Mātāwai, waihoki he tautohu i ngā panonitanga ki ngā whakahaerenga rāroto/ ngā panonitanga ture hoki e mana ai te apiti kaupapa here me te waihanga hātepe.
- He tautoko i te Komiti Tātari Tūraru (Te Mātāwai Audit and Risk Committee) ki te ripoata ahumoni, te ripoata tūraru me ngā pitopito kōrero e hiahia ana hei whakamōhio atu ki te Pōari o Te Mātāwai.
- He tiro whānui ki ngā pūnaha whakahaere me ngā hātepe o Te Mātāwai e rere noa ai, e whāomo ai ngā mahi.
- He taunaki i te Poari me ngā Pae Motuhake ki ō mōhiotanga kāwana e rere noa ai ngā mahi.
- He tiro whānui ki ngā whakahaerenga rawa me ngā mahi tautiaki e haumarū ai te taiao mahi mō ngā kaimahi, te hunga whai pānga, me ngā kiritaki hoki.
- He tiro whānui ki te **whiwhinga pūtea (procurement)** me ngā hātepe whakahaere kaituku hei taunaki i te hātepe whiwhinga pūtea, waihoki he whai i te huarahi e tika ai ngā utu, e tika hoki ai te wā kia tae mai ngā ratonga me ngā hautaonga.
- He tiro whānui ki ngā kokonga katoa o Te Matatuku, pēnei i ngā hangarau mōhiotanga me ngā kaupapa ture, e tautoko i ngā mahi a ngā kaimahi, a te Poari me ngā Pae Motuhake.

Ngā Kawenga anō

- He tiro whānui ki ngā mahi mahere mō te ahumoni me te tahua Pūtea a Te Mātāwai, he whakaputa whakaaro mō te whanaketanga o te ahumoni, me te pūmautanga o ngā pūnaha me ngā kaupapa ture o te mahere ahumoni me te tahua Pūtea o Te Mātāwai.
- He whakarite i te rautaki me te mahere mahi ki te whakahaere i ngā tūraru e ai ki ngā pūnaha tika.
- He waihanga, he pupuru i ngā kaupapa here me ngā hātepe a Te Mātāwai, waihoki he

tautohu i ngā panonitanga ki ngā whakahaerenga rāroto/ ngā panonitanga ture hoki e mana ai te apiti kaupapa here me te waihanga hātepe.

- He tautoko i te Komiti Tātari Tūraru (Te Mātāwai Audit and Risk Committee) ki te ripoata ahumoni, te ripoata tūraru me ngā pitopito kōrero e hiahia ana hei whakamōhio atu ki te Pōari o Te Mātāwai.
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- He taunaki i te Poari me ngā Pae Motuhake ki ō mōhiotanga kāwana e rere noa ai ngā mahi.
- He tiro whānui ki ngā whakahaerenga rawa me ngā mahi tautiaki e haumaruru ai te taiao mahi mō ngā kaimahi, te hunga whai pānga, me ngā kiritaki hoki.
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Ngā tohu, ngā pūkenga, ngā mōhiotanga me ngā wheako

- He pūmanawa ōu mō te whakarauoratanga o te reo Māori, waihoki he kaha nōu ki te uru atu ki ngā mahi whakarauora i te reo Māori o ia rā.
- E matatau ana ki te reo Māori me te reo Pākehā.
- He pukenga whakahaere tira, e mātau ana hoki ki te whakahaere tūraru.
- He tohu paetahi i hāngai ana ki ngā mahi kaute.
- E 5, neke atu rānei ngā tau kua wheakohia i ngā mahi whakahaere rangatōpū, i ngā mahi e hāngai ana ki ngā tūranga kaiwhakahaere mātāmua rānei.
- Kua whai wheako ki ngā take Māori me te Kāwanatanga, tae rawa atu ki ngā take tōrangapū hoki.
- He rawe ō pukenga whakarite i a koe anō, me te tutuki i ngā mahi i te rā aukati.
- He pukenga kaha ki te kauhau, ki te whakawhiti whakaaro (ā-tuhi, ā-waha hoki), me te tauawhi i ngā taura here hononga hoki.
- Kua whai wheako ki te rāngai tūmatanui me ngā mahi kāwanatanga mā te whakahaere, mā te arataki rānei i te whakatinanatanga o ngā mahi/ratonga rangatōpū.
- He kaha tō mahi hei mema o te tīmā, ahakoa te taumata, me te mahi tahi e tutuki ai ngā wawata.
- Kua wheakohia e koe ki te mahi tahi ki ngā whānau, hapū, iwi, ngā pākihi Māori me ngā hapori.
- E mārama kehokeho ana ki ngā tikanga me ngā mātāpono o Te Tiriti o Waitangi.

Delegations Ngā Momo Tautapa

Kua whakatakotoria ngā kawenga o te tūranga nei:

Kaimahi

Rīpoata Motuhake – 5

Ahumoni/Pūtea

Ko tā te Kaiwhakahaere Rangatōpū he tiro whānui ki te Tahua Putea mō Te Tumu Whakarae me ngā Tautapa Ahumohi mō ngā whakapaunga moni o te kamupene.

Ngā Hononga

Ko tā te tūranga nei he whakawhanake, he whakapūmau hoki i ngā taura here ki waenganui i ngā rōpū e haere ake nei:

Ra-roto

- Tumu Whakarae
- The Leadership Team
- Te Mātāwai Staff
- Te Mātāwai Board
- Pae Motuhake & Kāhui

Ra-waho

- Ngā kamupene ratonga ra-waho e tautoko ana i a Te Mātāwai
- Ngā Kaitātari kaute
- Ngā tari mō Te Reo Māori (pēnei i Te Māngaipāho, Te Taura Whiri, me Whakaata Māori)

Mō Te Mātāwai

Kia Ūkaipō anō te Reo ko tō mātou tūruapō kia whakaora i te reo Māori hei reo matua mā ngā tamariki mokopuna.

Te Mātāwai works collaboratively across Aotearoa to restore te reo Māori as a vibrant language used widely and ultimately to be nurtured as a first language in homes and communities.

I whakatūria a Te Mātāwai e ngā iwi me ngāi Māori:

- Hei arataki i te pāpāhōtanga o te reo Māori hei reo ora, hei reo toiora mō ngā iwi, ngā Māori me ngā hāpori.
- Hei tautoko, he taunaki, he whakaaweawe hoki i te wawata a te Karauna ki atawhai, ki te pāpāho me te whakarauora i te reo Māori.

- Hei whakatinana, mā roto i ngā hononga ki ngā Mīnita a te Karauna, mei te hononga a te Karauna ki ngā iwi me ngāi Māori mō ngā take mō te reo Māori.
- Hei arahi i te anga whakamua o Whakaata Māori me te Mīnita Whakawhanake Māori, me te Mīnita Take Moni.

He auaha te tauira o Te Mātāwai, i waihanga tēnei tauira mai i ngā mahere whai taunaki. I a mātou e whakakoi ana i ngā pukenga o te pae hapori Wharauora i te reo Māori mā roto i ngā hononga tangata, ngā rauemi me te whakamana i ēnei momo hapori.

Ko te ahurea o te kamupene i whakaara ake i roto i ngā tikanga o Te Ao Māori. He kaha nō mātou ki te atawhai i ngā wheako me ngā hiahia o ngā Kāhui, ngā kaitono me ō rātou whānau, ka mutu ka raranga i ngā ao e rua e raka ai, e mauri tū ai mātou i roto i ō mātou mahi. E pūmau ana a Te Mātāwai ki te whakakaha i ō tātou whānau kei ngā kāhui ki te ārahi i ngā whanaketanga ki ō rātou hapori, e puawai ai hoki te whakapono ki ngā hononga ki ngā hapori, ngā kaiwhakaoreore, me ngā tari kāwana anō hoki.

Mā roto i ngā hononga mahi ngātahi me ngā Mahere kokoi, e tāea ai a Te Mātāwai te panoni i ngā kōiriiri o te tauira whakapiringa, e whakaara ai ngā momo here hei panoni i ngā pūnaha i roto o Te Whare o te Reo Mauriora.

Ko Ngā Mātāpono a Te Mātāwai/Principles of Te Mātāwai

NGĀ MĀTĀPONO	PRINCIPLES
<i>He reo tuku iho te reo taketake o Aotearoa</i>	Māori, the indigenous language of Aotearoa, is spoken across generations.
<i>Ko ngā iwi me ngāi Māori ngā kaupuri i te mauri o 'Te Whare o Te Reo Mauriora'¹</i>	Māori people are the custodians of the vitality of 'Te Whare o Te Reo Mauriora'
<i>Poua, whakatipuria, tāwharautia te reo ūkaipō i roto i ngā hapori</i>	The Māori language is reintroduced, grown and protected as a nurturing first language in our communities
<i>Kia raka te mauī, kia raka te katau</i>	The Crown and Māori work together towards a shared vision
<i>Kia ū ki te wairua Māori</i>	We operate in a way that is experientially Māori

¹ Te Whare o te Reo Mauriora (the Māori Language Revitalisation Model)