

Position Description

Position Title	Investment Facilitator
Function	Te Mātāuru (Investment) Team
Location	Wellington
Reports to	Investment Team Leader
Last Review Date	August 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>We are an independent statutory entity and our purpose is twofold. We work with:</p> <ul style="list-style-type: none"> • Māori communities, by providing support, resources and investment opportunities for iwi to develop te reo Māori programmes that suit the particular needs of their rohe, and • Crown agencies to ensure te reo Māori revitalisation interests are represented at a Government level. <p>We're proud to be taking a leadership role in uplifting the Māori language across Aotearoa, and creating opportunities for te reo Māori to be spoken, heard, understood and loved, no matter where a person is in their te reo Māori journey.</p>
Purpose of the Position	<p>The purpose of this role is to support the implementation of Te Mātāwai Investment Strategy and framework.</p> <p>Investment Facilitators will be responsible for:</p> <ul style="list-style-type: none"> • Initiating and administering investment rounds for each of Te Mātāwai's Kahui/Pae Motuhake (regional investment clusters) in coordination with Pae Motuhake Chairs • Assisting Pae Motuhake Chairs and members to assess and prioritise investment applications by: <ul style="list-style-type: none"> ○ maintaining thorough and comprehensive records relating to all investment recommendations made by the Pae Motuhake ○ preparing high quality investment recommendation papers from the Pae Motuhake Chairs to the Te Mātāwai board ○ managing relationships with all kaitono and ensuring excellent contract management practices are applied to all funded investment applications.

With Delegations

This position has the following management responsibilities:

Human Resources staffing

- None

Financial

- None
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Relationships

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

Internal (within Te Mātāwai)

- Te Tumu Whakarae (CEO)
- Investment Manager
- Te Mātāwai Leadership Team
- The Board
- Kāhui Representatives
- Pae Motuhake Chairs

External (outside Te Mātāwai)

- Kaitono applying to Te Mātāwai for investment funding for te Reo revitalisation projects
 - Te reo Māori Māori Agencies (Te Māngai Pāho, Te Taura Whiri, Whakaata Māori)
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Key accountabilities

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

- Support the delivery of the Te Mātāwai Investment Strategy.
Achieving this through:
 - Supporting Pae Motuhake to develop regional investment plans that are aligned with Te Mātāwai's Investment Strategy
 - Initiating investment rounds for each Pae Motuhake that give effect to their Kāhui/regional investment plan
 - Becoming an essential facilitator of Pae Motuhake effectiveness by anticipating and organising the meetings of Pae Motuhake around investment rounds and nominations processes
 - Ensuring the effectiveness of Pae Motuhake by ensuring excellent governance meeting process are followed (eg timely distribution of essential papers, minute-keeping and distribution)
 - Identify and deliver upon potential administration and resourcing requirements to support cluster planning and activities.
- Excellence in relationship management outcomes, demonstrating an ability to:
 - Respectfully act as a Facilitator for each of the Pae Motuhake
 - Supportively and informatively collaborate with kaitono through the application process, and if approved, during the contract negotiation and contract letting process.
 - Ensuring seamless communication on investment and nominations matters between each Pae Motuhake, Tari and the Board
- Maintaining accurate and auditable records to support the integrity and consistency of Pae Motuhake decision-making by:
 - Demonstrating a practice for maintaining quality electronic records associated with all aspects of the work of the various Pae Motuhake
 - Becoming an expert user of, and advocate for, the Te Mātāpuna investment system
 - Prepare and manage all contracts in line with Board decisions
 - Provide support and advice to Pae Motuhake to ensure due diligence and legal requirements are met.

Qualifications, skills, knowledge and experience

The following qualifications, skills and experience are preferable:

- A relevant tertiary qualification
- Experience in investment planning;
- Experience in providing efficient and effective secretariat services to a governance body;
- Excellent relationship management skills and an ability to work effectively with a diverse range of stakeholders from governance to community level;
- Experience in report writing and advice;
- Proficient in te reo Māori and English;
- Strong communication (written and oral) skills;
- An advocate for the revitalisation of te reo Māori;
- Experience working with whānau, hapū, iwi, Māori organisations and Māori communities;

Indicative Salary Range

Can be made available on request
