

Position Description

Position Title	Senior Human Resources Advisor
Function	Corporate Services
Location	Te Mātāwai Office, Wellington
Reports to	Kaiwhakahaere Rangatōpū
Last Review Date	July 2022

Ko ngā Mātāpono a 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 kaipupuri 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

About Te Mātāwai

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 to:

- 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 for Māori Development and the Minister of Finance, to provide oversight of, and direction, to the Māori Television Service.

The Act also sets out the following functions of Te Mātāwai, being to:²

- develop and administer programmes relating to the Maihi Māori strategy;
- advise on the Maihi Karauna strategy;
- assist Ministers relating to this Act;
- advise Crown agencies on te reo strategies;

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

² Te Ture mō Te Reo Māori 2016, section 19

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- provide nominations for appointments to the Boards of Te Taura Whiri i te Reo Māori and Te Māngai Pāho;
 - appoint directors of Māori Television Service; and with the Minister of Finance, exercise oversight, confirm the Statement of Intent and manage spectrum rights relating to the Māori Television Service.³
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Purpose of the Position

The Senior HR Advisor will provide a high level of strategic enablement, advice, guidance and coaching to support Te Mātāwai on all aspects of people management. The role is broad and will touch on all aspects of HR.

The focus of the role is to provide systems, processes, and HR information and advice to enable the delivery of work.

With Delegations

This position has the following management responsibilities:

Financial delegations

- Nil

Human Resources staffing

- Direct reports – 0
 - Indirect reports – 0
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Relationships

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

Internal

- Te Mātāwai Staff
- Te Mātāwai Leadership Team
- Te Mātāwai Board and Pae Motuhake

External

- Applicants and potential employees
 - Recruiting agencies
 - Training providers
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Key accountabilities

The following key accountabilities of this role is to assist in delivering the Te Mātāwai vision:

Human Resource Management

- Interpret and provide advice on policies, and terms and conditions of employment
- Develop and improve HR policies, procedures and processes
- Provide advice and support to managers on any people issues
- Provide onboarding and offboarding support to managers as required
- Maintain employment records as required to meet compliance obligations
- Contribute to a constructive culture that enhances the Te Mātāwai people experience
- Keep up to date on current legislation and how it is applied within payroll records

Recruitment

- Develop and update job descriptions
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to be posted on major job sites
- Source and recruit candidates
- Screen candidates, resumes and job applications
- Provide analytical and well documented recruiting reports to the hiring manager
- Conduct interviews using reliable recruiting and selection tools to filter candidates

³ Te Ture mō Te Reo Māori 2016, section 19(1)(h-j)

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- Act as a point of contact and manage the selection process
 - Onboard new employees

Performance and Development

- Oversee and monitor the performance management system and processes
- Advise and support managers in performance management of staff

Learning and Development

- Create and execute learning strategies and programs
- Evaluate individual and organisational development needs
- Implement various learning methods
- Manage the LMS
- Design and deliver e-learning courses, workshops and other trainings within Te Mātāwai's LMS
- Arrange trainings with internal/external providers as needed

Remuneration

- Coordinate job sizing
 - Maintain job data and metrics
 - Contribute to market data surveys
 - Apply remuneration recommendations within competency scales
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- Any other duties agreed to between the Senior HR Advisor and the Corporate Services Manager

Qualifications, skills, knowledge and experience

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- Be a passionate advocate for the revitalisation of the Māori language and actively engaged in Māori language activities.
 - A qualification in Human Resources or related discipline
 - 5+ years experience providing generalist HR support at a senior advisor level
 - Experience navigating performance management
 - Detailed knowledge of current New Zealand employment laws and HR practices
 - Proficiency in both Māori and English.
 - Excellent organisational skills and an ability to meet deadlines.
 - Experience in working with whānau, hapū, iwi, Māori organisations and communities.
 - Sound understanding of tikanga and Treaty of Waitangi principles.
 - Strong presentation, communications skills (written and oral) and relationship management skills.
 - A demonstrated ability to understand and keep up to date with trends in social media and use that knowledge effectively.
 - The ability to leverage existing relationships with media and establish effective partnerships.
 - Enjoy working as a team member and working collectively to get results.

Salary range

\$112,000
