

Position Description



Role:	Taupae Pia Graduate Programme
Reports to:	Capability and Development Programme Manager
Tenure:	Fixed term role for 12 months (40hrs / week)
Location:	North, East or South/West Pou Tāhu, Pou Tokomanawa or Pou Tūārongo

About Te Tumu Paeroa

E totoka ai te tumu o te papatipu hei oranga mō Te Iwi Maori, o mua, o naianei, o anamata hoki.

So that the foundations of ancestral lands may be solid, benefitting Māori from our past, present and future alike.

Ko Te Tumu Paeroa tēnei, te kaitiaki, kaitaunaki, kaiwhakawhanake i te mana o ngā whenua Māori, huri noa.

This is Te Tumu Paeroa, guardian, support and advancer of the mana of Māori land everywhere.

Role Purpose

Te Tumu Paeroa is committed to supporting Māori to achieving tino rangatiratanga over their whenua. We do this by providing education and employment opportunities for graduates from a range of backgrounds and disciplines so they can have life-long careers in Māori land administration.

& Compliance, Project Management, Enterprise & Engagement, and Asset Management. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

The purpose of the graduate position is to rotate through key functional teams over the course of the 12 month programme to provide a broad range of experience. Rotations are set depending on business needs and the graduates learning and development plan. Each rotation will include a mix of on-the-job learning, in addition to work allocation typical for the area in which they rotate.

We're offering graduates the opportunity to gain a rich experience in Māori land administration, and develop a life-long career that will help whānau to enhance and protect their whenua now and for generations to come.

Graduates will also have a mentor who is grounded in tikanga Māori and able to recognise the graduate's unique skills and talents through their journey into permanent full-time roles within our organisation.

Rotations in this programme can include Trust & Property, Registry, Finance, Human Resources, IT, Communications & Marketing, Risk

Key Accountabilities

Work Excellence

- Effectively carry out work allocated, either independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seeks to provide input
- Work is completed in a timely manner and to a high standard

Relationship Management

- Develop and maintain effective relationships with internal and external stakeholders
- Provide excellent customer services to both internal and external customers

Projects

During the 12 month programme you'll undertake a range of tasks that may include:

Supporting Māori land owners

- Preparing meeting materials, documents and reports for Māori land owners, providing support at hui including setting up, taking minutes, registering attendance, and distributing material.
- Answering enquiries, undertaking research, keeping records up to date, and supporting communications to owners and their whānau through all our communications channels.

Organisational obligations

- Complies with all policies and procedures set by Te Tumu Paeroa.
- Follow and promote all Health and Safety practices and instructions.

Professional and Career Development

- Identifying areas, alongside a mentor, for both personal and professional development in line with your Individual Development Plan.

Looking after the Whenua

- Assististing with property administration, and any actions from tenancies. Supporting asset management.

Working with the Māori Land Court

- Attending Māori Land Court hearings, drafting Māori Trustee administration reports, and preparing applications to the Court.

Trust Management

- Maintaining trust records and owner information. Keeping our systems up to date and accurate in accordance with our policies and processes.

Collaboration

- Liaising across our organisation to ensure compliance and relationship activities are administered seamlessly.
- Working together on projects and activities together to support our organisation's vision, purpose and values.

Core Competencies

Cultural Competence:

A desire for understanding of Tikanga Māori and Te Reo Māori. Feels honoured to protect and enhance Māori land for now and generations to come.

Ngā Pae Mōhiotanga Reo Māori

- Pae Tahī – Te Whakahua:
A desire and ability to practise correct pronunciation of Te Reo Māori. (Essential)
- Pae Rua – Te Whakarongo:
An ability to understand Te Reo Māori, a desire and ability to practice correct pronunciation of Te Reo Māori. (Desired)
- Pae Toru – Te Mau me Te Whakahoki:
An understanding of Te Reo Māori and the ability to answer and converse in the language. A desire and ability to practise correct pronunciation of Te Reo Māori. (Desired)

Ngā Pae Mōhiotanga Tikanga Māori

- Pae Tahī – Nō Ia Rā:
An understanding and living of Tikanga Māori on a day-to-day level, for example, the removing of shoes before entering a whare, washing hands at the urupa and not sitting on tables. (Essential)
- Pae Rua – Te Noho Marae:
An understanding and living of Tikanga Māori on a noho marae level. Knowing and practising things such as basic karakia, waiata and ones own pepehā. (Desired)
- Pae Toru – Te Ao Wairua:
An understanding and living of Tikanga Māori on an Ao Wairua level. Knowing and practising things such as karanga, whaikōrero, whakapapa, karakia tahito and mōteatea. (Desired)

Collaborative Relationships:

Works collaboratively with colleagues, trustees, landowners, tipuna and others; builds long lasting relationships between Te Tumu Paeroa and past, current and future landowners for the benefit of all Māori.

Delivering Quality Outcomes:

Delivers high quality outcomes through rigorous planning, adherence to processes, using their initiative; consciously incorporates Tikanga and Te Reo Māori into their work to ensure the highest quality outcomes for all.

Professional Accountability:

Takes ownership for their work and their own personal development and performance; has empathy for others and acts as an ambassador for Te Tumu Paeroa.

Adaptable and Resilient:

Adapts quickly to change; identifies new ways of working and remains calm under pressure.

Information Driven:

Maintains and uses data to resolve problems and arrive at solutions. Ensures the Māori Trustee has accurate information to make robust decisions on behalf of current and future landowners. Applies in-depth analysis.

Leadership:

Sees the bigger picture. Inspires enthusiasm and commitment to our organisation's vision and purpose.