



## Pou Ako - Programme Manager Iwi Education

Tapuika are seeking a suitably qualified and experienced person to lead our education programmes and deliver on the iwi's aspirations as outlined in the iwi education strategy launched in 2023. You will have a passion for education and a desire to see all Rangatahi succeed, excellent communication and facilitation skills, an understanding of the NZ education and schooling environment and the ability to be both strategic and hands on in delivery.

A market comparable salary is being offered for this 2 year fixed term position

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### About Tapuika Group

The Tapuika Iwi Authority is the post settlement governance entity (PSGE) for the Tapuika settlement achieved in June 2014 under the Tapuika Claims Settlement Act 2014. The role of the Tapuika Iwi Authority is to:

- receive, hold and manage the settlement assets on behalf of the descendants of Tapuika
- report to Tapuika tribal members at the Annual General meeting on developments in relation to the management of Tapuika settlements assets and future plans
- form strategic relationships and initiatives with the Crown its agencies and the private sector to meet the needs of Tapuika tribal members
- representation on the Statutory Te Maru o Kaituna River Authority as set out in the Tapuika Claims Settlement Act 2014.

Tapuika Oranga Ake (previously known as Tapuika Fisheries Trust) is the mandated Iwi Organisation (MIO) under the fisheries Act and also the Charitable arm of the Tapuika Group. Both organizations have the same trustees and are run in parallel. The Fisheries assets are held by Tapuika Holdings limited which sits under the MIO and has a separate board of directors.

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### Our Strategic Direction

**Vision:** *'Mai i ngā pae maunga, ki te toropuke e tū kau mai rā, ki te awa e rere mai ana. Waiho te whenua e takoto mai rā: Ko te takapū o taku tamaiti, o Tapuika Nui a Tia'*

Our vision is that of Tapuika living successfully as Tapuika in the land claimed by our ancestor Tia

**Purpose:** *Poua ki te rangi, poua ki te whenua Tēnei mātau e tū atu nei He uri nō Tapuika Tīhei mauri ora!*

Our core purpose is to support and advance the descendants of Tapuika while protecting and enhancing our Takapū

### Core Values – embedded in everything we do

**Whakapapa** – Authentically Tapuika, Whānau/People First, Connection, Respect the past, Mana Motuhake

**Wairuatanga** – Acknowledging our connection to our Tūpuna & the spiritual realm through: Whakapapa, Tātai Kōrero, Whakatauki/Whakatauaiki, Waiata/Haka, Karakia

**Kōtahitanga** – Mahi Tahi – One Team, One Vision, moving forward together, No one left behind, He Waka Kōtahi

**Tōhungatanga** – *Informed Decisions – Informed Action, Pūkengatanga* – *Striving for Excellence, Continuous learning & growth, Constantly Curious – Innovation & evolution, Challenge status quo*

**Manaakitanga** – *Unleash Potential, We care about people & places, Mana enhancing behaviours, Reciprocity*

**Takapūtanga** – *Leaving things better than when we found them, Kaitiaki for the benefit of our mokopuna, Respect, Protect & Enhance*

**Te Reo me ōna Tikanga** – *Te Reo is our overarching value, we encourage and support the use of Te Reo in everything we do*

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## About the Position

**Reports to :** Pou Ārahi

**Location:** Tapuika Offices, Te Puke

As the Pou Ako, you will be responsible for leading and managing the assigned education programmes and aspirations of the trust, in alignment with our strategic and annual plans, by:

- Exemplifying the values of Tapuika
  - Maintaining and developing both strategic & operational relationships
  - Overall management and implementation of education initiatives, including the implementation of the Tapuika Education plan
  - Identification and development of new opportunities, and funding partnerships to advance Tapuika education aspirations
  - Ensuring that all project milestones and deliverables are met and reported on time
  - Identifying and facilitating opportunities for uri involvement in educational projects and kaupapa
  - Advocating for iwi values & aspirations in all the places and spaces that impact the education of Tapuika uri.
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## Key Relationships

Pou Ako is required to build and maintain the following relationships:

### Internal:

- Tapuika Pou Ārahi
- Other Tapuika staff/contractors
- TIA BOT/sub committees
- Kaunihera Koeke
- Tapuika Marae/ Hapu/ Iwi

### External:

- Ministry of Education
  - Local schools and communities
  - Local community organisations
  - Tertiary & other training providers
  - Other iwi
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## Key Accountabilities

As Pou Ako, the key accountabilities of this position are expected to change over time; the scope and functions of this role will evolve as the Tapuika Education Plan implementation matures.

### Project Management in Education

#### Key Outcomes

- Open, transparent & timely reporting on milestones, objectives and outcomes to the Pou Ārahi, Trust and any other key stakeholders
- Develop and confirm project budgets
- Operate within financial delegations and authority
- Seek additional partnerships & resources as required
- Effectively oversee any project delivery staff or contractors, including identification and mitigation of any risks
- Produce robust planning documentation to guide project delivery.

#### Means

- Manage projects and risks in partnership with the Ministry of Education (and other key stakeholders/partners as required)
- Monitor the achievement of outcomes & milestones using agreed measures / KPIS
- Maintain excellent written and verbal communication with all internal and external stakeholders on matters relating to projects
- Negotiate, and monitor all education-related contracts
- Budget approved by PA and CFO and aligns to Trusts educational plan
- Remain within financial delegations and authority, at all times.

### Relationship Management

#### Key Outcomes

- Develop and maintain relationships with key internal and external stakeholders in order to advance the educational objectives of Tapuika, and the wider aspirations of the Trust
- Ensure that the Trusts educational programmes are regularly reviewed and refreshed to align with any developments across strategic priorities of Tapuika
- Ensure quality relationships are fostered and maintained with Tapuika uri e.g. Rūnanga and Trust Boards, Marae Trustees and Committees etc.
- Ensure there are opportunities within educational projects to involve iwi members & the wider community as appropriate.

#### Means

- Provide ongoing and regular communication (verbal and written) with key stakeholders including public and private groups and organisations.
- Engage across all teams to form and maintain partnerships across the wider organisation
- Ensure communication with whānau is engaging, timely and appropriate
- Ensure enquiries are responded to in a timely manner.

### Leadership and Culture

#### Key Outcomes

- Keeping Tapuika values at the forefront of own and others' decision making and actions.
- Demonstrate the appropriate leadership skills required to provide an effective and efficient service to the Trust and Tapuika whānau.

#### Means

- Tapuika Strategic Plan, Education Plan & values used as guiding principles.
- Approach to mahi exemplifies Tapuika tikanga and values
- Best practice leadership principles exhibited.

## Health & Safety

### Key Outcomes

- Utilise best practice Health and Safety Management within the workplace and incorporate in all event and project management
- 100% Compliance with all Trust Policy & programme guidelines in relation to health and safety, including all statutory obligations.

### Means

- Identification and management of all hazards
- Ensure use of appropriate tools, equipment and Personal Protective Equipment (PPE)
- Ensure team members and project participants are competent and in a fit state to do the work they are asked to do, through job induction and assessment of relevant H&S knowledge
- JA (Job/task analysis) to be completed for each project undertaken.

## Additional Duties

### Key Outcomes

- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications
- Undertake professional development, as identified
- Attend kaimahi hui as requested
- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles.

### Means

- Requests by the employer are undertaken
- Professional development is undertaken as agreed
- Hui are attended as required
- Positive engagement in activities that contribute to the overall functionality and operation of Tapuika Iwi Authority.

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## About you – Skills, knowledge, and experience

The Pou Ako will have the following experience, skills and knowledge:

### Qualifications:

- Relevant education based tertiary qualification, and/or equivalent experience
- Project Management Certification - (desirable)
- Fluent in te reo Māori - (desirable)
- Full NZ Driver License

### Experience:

- Experience in a similar Project Management role (3-5 years)
- Demonstrated experience designing and managing end-end delivery of project plans
- Demonstrated ability to establish and maintain relationships with external stakeholders
- Proven ability to think strategically and deliver iwi organisational outcomes
- Experience in seeking funding and contracts for service
- Demonstrated experience in an education setting, where programmes of learning have been delivered successfully
- Demonstrated project & financial management experience

### Technical Skills:

- Excellent written and oral communication skills
- Excellent relationship management skills
- Demonstrated ability to manage assigned budgets in a sustainable manner

- Proven ability to analyse, and interpret data, issues, and situations and present to a wide range of audiences
- Sound understanding of risk management processes and procedures
- Excellent planning and project / task management skills
- Advanced understanding of māori education history, trends and development

#### **Behavioural skills and attributes:**

- Advanced skills in range of Microsoft Office products
  - Naturally organised and takes a structured approach to their work
  - Ability to identify and understand what actions are needed and who needs to be involved
  - Ability to carry initiatives forward, managing ambiguity and complexity/competing demands
  - Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders
  - A good generalist, able to work with a variety of teams and specialists
  - Naturally passionate about education and the opportunities that it creates for whānau
  - Commitment / personal accountability to the values and vision of Tapuika
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#### **Working Situation**

- The role is full time and 2 years fixed term
  - The role will be based at the Tapuika Trust office in Te Puke. Projects will be situated throughout the Tapuika rohe.
  - Attendance at hui away from the office on a regular basis is essential.
  - Ordinary hours of work are generally Monday to Friday between 8 am to 5.00 pm however availability outside of these hours will be required from time to time to fulfil the requirements of the position, including attendance at hui. Flexible arrangements on hours can be negotiated to accommodate this.
  - A minimal amount of overnight travel is expected to fulfil the requirements of the position
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#### **Useful background documents**

- Māhere Rautaki 22-26 Tapuika Strategic Plan
  - Annual Plan
  - Toward a Tapuika Education Framework – Full plan and year 1 project table
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#### **To apply**

Please complete an application form and submit along with a cover letter and CV to:

[pouarahi@tapuika.iwi.nz](mailto:pouarahi@tapuika.iwi.nz)

please feel free to contact the Pou Arahi Andy Gowland-Douglas if you have any questions about this role  
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