

POSITION DESCRIPTION

Position: Pou Ārahi – Māori Advisor Libraries

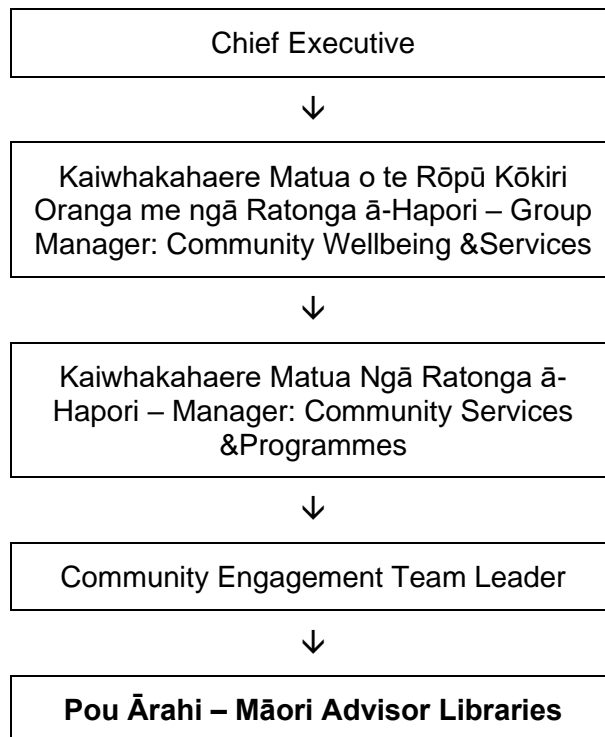
Team: Hastings District Libraries

Group: Community Wellbeing and Services

Responsible To: Community Engagement Team Leader

Responsible For: NIL

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Community Wellbeing & Services Group. The Group includes Hastings District Libraries; Splash Planet; Hastings City Art Gallery; Toitoti; Aquatics Hastings; Housing for the Elderly; Hastings Sports Centre; Flaxmere and Camberley Community Centres; Social & Youth Development.

The purpose of this position is to lead the delivery of Ngā Ratonga Māori – Māori Services across Hastings District Libraries and to support the cultural development and capability of library staff.

To lead the delivery of Ngā Ratonga Māori – Māori Services across Hastings District Libraries and to provide cultural leadership that strengthens the capability of library staff and services through the integration of te reo Māori, tikanga Māori, and Te Ao Māori values.

The role is instrumental in embedding bicultural practices, engaging with mana whenua and Māori communities, and ensuring the library reflects and supports the unique heritage of Heretaunga.

Key work areas for which this position will have a responsibility are:

Community Engagement

- Engage proactively with Māori communities and maintain strong networks with local iwi and hapū to ensure services are responsive to community needs
- Lead outreach efforts to speakers of te reo Māori
- Guide and deliver bilingual communications and marketing campaigns
- Promote Heretaunga's unique Māori heritage through storytelling, community partnerships, and programming connected to the Mātauranga Māori Collection

Collections

- Provide cultural and strategic guidance to the Team Leader Collections and Content for the development and maintenance of the Mātauranga Māori Collection
- Support collection development with a tikanga Māori lens, including digital and print resources
- Foster relationships with regional institutions and publishers to identify and acquire works relevant to mana whenua and local Māori history
- Prioritise acquisition of te reo Māori publications, with particular emphasis on resources for tamariki and taiohi

Learning and Discovery

- Guide the design and assist in the delivery Māori-focused programmes and initiatives for both Māori and non-Māori audiences
- Plan and implement activities and campaigns to mark regional and national Māori commemorations
- Provide expert guidance to support the development of library programmes from a Te Ao Māori perspective

Customer Experience

- Provide excellent customer service across all library sites and opening hours, with a strong focus on support for te reo Māori speakers
- Serve as the Subject Matter Expert for researchers engaging with Mātauranga Māori and Heretaunga Heritage
- Support and strengthen the cultural capability of library and Council staff in partnership with Pou Ahurea, including through staff training and mentoring
- Assist with maintaining a safe and welcoming environment, ensuring adherence to tikanga and cultural practices as appropriate
- Support building and collection security as part of general front-of-house duties

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Important Functional Relationships

External

Ngāti Kahungunu Iwi Inc.
Ngā Marae o Heretaunga
Te Taiwhenua o Heretaunga
Individual marae/hapū across
Heretaunga
Māori Communities
Publishers and suppliers of
Māori content
Regional libraries
Tai Ahuriri MTG Hawke's
Bay
Eastern Institute of
Technology
Māori Medium Education
Members of the public

Internal

Hastings District Libraries
staff
Pou Ahurea Team
Hastings Art Gallery
Toitū HB Arts and Events
Centre
Community Centres
Other Council staff

Committees/Groups

Heretaunga Takoto Noa
Māori Standing Committee
Te Rōpū Whakahau Māori
Librarians Network
Te Kupenga
Ngāti Kahungunu Rūnanga
Arts & Culture Board
Te Hā o Ngā Kaituhi Māori
Hawke's Bay Reader's &
Writer's Trust

Person Specification

Qualifications

- A tertiary qualification in Mātauranga Māori, Te Reo Māori, tikanga Māori, or a closely related field
- A recognised professional library or information management qualification (or demonstrated interest in) is desirable
- A recognised qualification in translation or willingness to undertake study to attain accreditation

Knowledge/Experience

- Fluent in te reo Māori and English – written and spoken (can be supported by formal qualification or significant lived and community-based experience)
- Deep understanding and lived experience of Te Ao Māori, tikanga Māori, and kawa
- Advanced knowledge of local Mātauranga ā-iwi, Mātauranga ā-hapū
- Demonstrated ability to build and maintain trusted relationships with iwi, hapū, and Māori communities
- Skilled in the delivery of training and capability-building initiatives related to te reo Māori and cultural competency
- Experience in developing and delivering culturally responsive services, collections, and programmes
- Proven ability to advise on and support bicultural strategy and implementation
- Experience working in a public library would be an advantage

Key Personal Competencies

- Ability to thrive in and positively contribute in a team environment
- Excellent time management and personal organisation skills
- Self-motivation and an ability to use your initiative appropriately
- Competence and confidence in an IT environment

Personal Attributes

- High level of personal energy and flexibility
- Innovative and creative
- Highly motivated and the ability to cope with and initiate change
- Customer centred service ethic
- Personal resilience and a sense of humour
- Physically fit for the role – mobility, strength, energy and stamina