

## Position Description

POSITION TITLE	<i>Pou Tuitui/ Communications and Connection</i>
REPORTS TO	Pouwhakahaere (GM)
TENURE	1.0 FTE
REMUNERATION	\$75k – \$85k
DIRECT REPORTS	NONE
LOCATION	Whakatū/ Nelson
DATE	September 2022

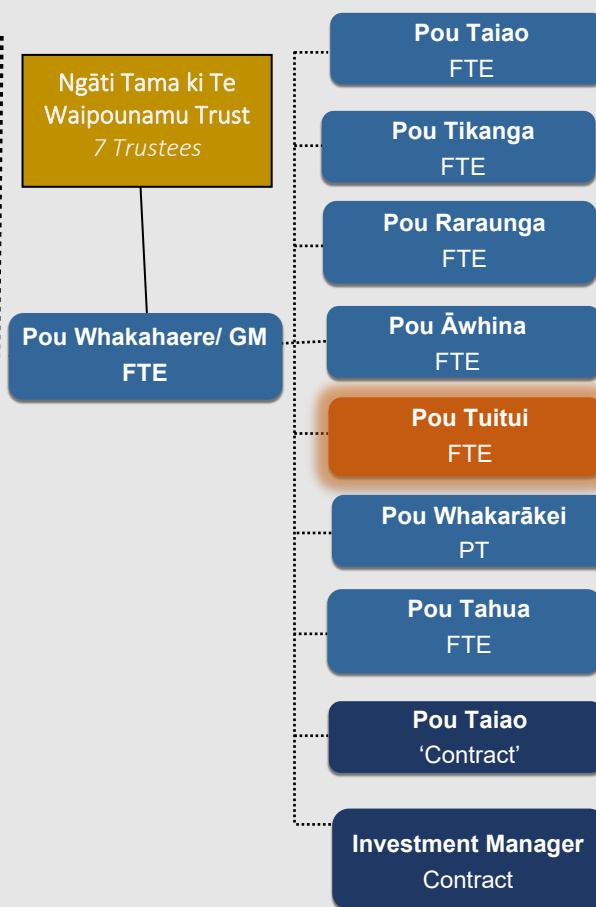
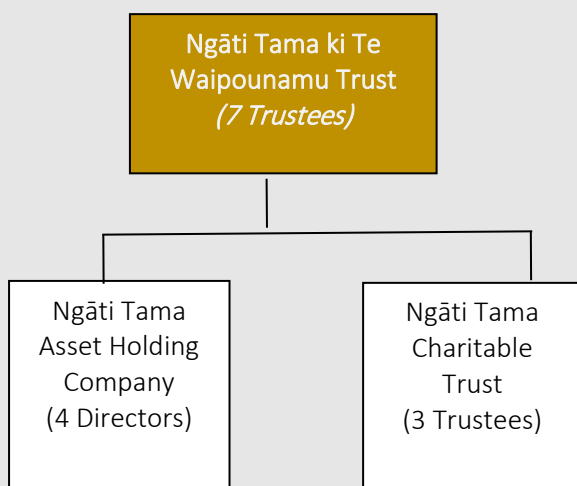
### PRIMARY FOCUS OF THE POSITION

The Pou Tuitui (Communications and Connection) will be Ngāti Tama ki Te Taiuhu Trust's communications champion, providing leadership and operational support to the Pouwhakahaere in relation to Ngāti Tama ki Te Taiuhu's communication functions. This will be achieved by;

- ❖ maximising the awareness of our kaupapa through the provision of a robust communications programme and integrated digital platform;
- ❖ Protecting Ngāti Tama's values and principles through the development and execution of both external and internal communications initiatives

### NGĀTI TAMA KI TE TAIUHU ORGANISATION GROUP STRUCTURE

Ngāti Tama ki Te Taiuhu Iwi Group Governance Structure



Internal		External	
<ul style="list-style-type: none"> <li>• Ngāti Tama ki Te Waipounamu - GM;</li> <li>• Ngāti Tama ki Te Waipounamu – Chair, Deputy Chair and Members;</li> <li>• Staff;</li> <li>• Ngāti Tama Members; and</li> <li>• Ngāti Tama whanau and Marae.</li> </ul>		<ul style="list-style-type: none"> <li>• Other iwi of Te Taihū and National Iwi Chairs Communications Collective</li> <li>• Maori organisations;</li> <li>• Public Media Organisations</li> <li>• Service Providers</li> <li>• Local and Central Government officers; and</li> <li>• Stakeholders and local companies.</li> </ul>	
AUTHORITIES			
Financial		Staffing	
None		None	
KEY RESPONSIBILITIES OF THE ROLE		ACCOUNTABILITIES	
Promotion of Ngāti Tama		<ol style="list-style-type: none"> <li>1. Promote the Best Interests of Ngāti Tama Iwi, and the Ngāti Tama ki Te Taihū Iwi Group</li> <li>2. To represent the best interests of Ngāti Tama Group in achieving Ngāti Tama’s vision for future development with respect to robust, innovative, and positive communication</li> </ol>	
Leadership		<ol style="list-style-type: none"> <li>3. Provide operational support and leadership to the GM and wider Ngāti Tama team in relation to the development and execution of Ngāti Tama’s communication functions.</li> <li>4. Take responsibility for leading, implementing and monitoring Ngāti Tama’s communication plan.</li> </ol>	
Internal Communications		<ol style="list-style-type: none"> <li>5. Curating, generating, proof reading and publishing content on various channels including the Ngāti Tamna website and Phone App</li> <li>6. Optimizing social media posts (language, tone, message) based on our audience and feedback.</li> <li>7. Content, photo, and video layout for all internal pānui and newsletters to iwi members</li> <li>8. Work with internal teams to create campaigns and promotional material.</li> <li>9. Distribution of all e-pānui and newsletters</li> <li>10. Manage the Ngāti Tama Group photo library</li> <li>11. Content layout of all corporate documents, including the Annual Report</li> <li>12. Co-ordinate and support the capturing and archiving of photos and videos for all Ngāti Tama events</li> <li>13. Support the development and writing of information and articles for communication, presentations, and publications</li> <li>14. Manage the communication inbox</li> <li>15. Co-ordinate (with other team members) the delivery of the Hui a tau (Annual General Meeting)</li> </ol>	

External Communications	<p>16. In conjunction with the GM, review and/ or manage the external communications programme to maximise Ngāti Tama’s Kaupapa, awareness and the promotion of Ngāti Tama while always protecting our reputation.</p> <p>17. This will include being responsible for:</p> <ul style="list-style-type: none"> <li>❖ Media and public relations activities</li> <li>❖ Supplier Communications</li> <li>❖ Communication of activities across the Ngāti Tama Group</li> <li>❖ Develop Marketing and communications collateral to support all the above</li> </ul>
Reporting	<p>18. Monthly reporting to the GM for input into Trustee Board Papers</p> <p>19. To produce regular information for iwi and whanau distribution</p>
Special Projects	<p>20. To co-ordinate projects of a special nature as might be required from time to time</p>
Other	<p>21. Any other duties as reasonably required that fall within your capabilities.</p>

**NOTES**

## Note 1

Specific performance objectives for this role will be jointly agreed with the GM and will form part of the annual review process.

**SKILLS AND COMPETENCIES**

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Working with People	Demonstrates an interest in and understanding of others, adapts to the team and builds team spirit, recognises and rewards the contribution of others, listens, consults others and communicates proactively, supports and cares for others, develops and openly communicates self-insight such as an awareness of own strengths and weaknesses
Adhering to Principles and Values	Upholds ethics and values, demonstrates integrity and a commitment towards Ngāti Tama’s values
Relating and Networking	Establishes good relationships internally and externally and builds wide and effective networks of contacts inside and outside the organisation, relates well to people at all levels, manages conflict, uses humour appropriately to

	enhance relationships with others
Presenting and Communicating Information	Speaks clearly and fluently, expresses opinions, information and key points clearly, makes presentations with skill and confidence, responds quickly with sound information
Writing and Reporting	Writes clearly, succinctly, and correctly in a structured and logical way which meets the needs and understanding of the intended audience, writes convincingly in an engaging and expressive manner, avoids the unnecessary use of jargon or complicated language. Comfortability in the use of Te Reo Maori
Applying Expertise and Technology	Applies specialist and detailed technical expertise, develops job knowledge and expertise through continual professional development, shares knowledge with others, uses technology to achieve work objectives, demonstrates an understanding of different functions of the Ngāti Tama Group, Demonstrates the use of Te Reo Maori across all communications work
Creating and Innovating	Produces new ideas, approaches or insights, creates innovative products or designs, produces a range of solutions to problems, seeks opportunities for organisational improvement, devised effective change initiatives