



JOB DESCRIPTION

KAITAUNAKI KŌKIRI

“E kore au e ngaro, he kākano i ruia mai i Rangiatea”

POSITION TITLE	Kaitaunaki Kōkiri
REPORTS TO	Pou Kōkiri
POSITION FTE	Permanent Fulltime – 40 hours per week

NGĀ KURA Ā IWI O AOTEAROA INC. (NKAI) is a constituted body that represents and supports tribal schools that affiliate to our organisation voluntarily. We identify ourselves using the term ‘iwi’ to denote our descent from an eponymous ancestor.

TE TIHI O ANGITŪ – PINNACLE OF SUCCESS: The focus in all our direction is on well-being and achieving the pinnacle of excellence for our children, grandchildren (uri) and all stakeholders of Ngā Kura ā Iwi. By utilising the greatest gifts left to us by our forebears – Culturalcy.

POSITION PURPOSE: The primary purpose of the Kaitaunaki Kōkiri is to provide comprehensive administrative and logistical support to the Pou Kōkiri (CEO) of Ngā Kura ā Iwi o Aotearoa, ensuring efficiency in operations and smooth execution of organizational activities. This role is critical to facilitating effective communication and coordination between the Pou Kōkiri and key stakeholders.

The Kaitaunaki Kōkiri manages a wide range of logistics and administrative tasks with a high degree of professionalism, confidentiality, and attention to detail. Responsibilities include managing the Pou Kōkiri’s schedule, preparing detailed meeting minutes, coordinating travel plans, preparing, formatting, and editing reports, and maintaining organized documentation systems.

Strong organizational and time management skills are essential, along with the ability to prioritize tasks in a dynamic, remote work environment. Proficiency in Te Reo Māori is crucial, as most meetings and reports are conducted in Te Reo.

The Kaitaunaki Kōkiri will also collaborate with a team of Kaitaunaki within a supportive team environment, fostering mutual assistance and knowledge sharing. This collaborative approach enhances organizational efficiency and promotes a cohesive team culture. Consistency in systems and processes across sectors is vital to ensure uniformity and reliability in administrative support practices throughout the organization.

Together, the team of Kaitaunaki upholds the NKAI values of cultural integrity, innovation, and community empowerment, contributing positively to the organization’s presence.

KEY RELATIONSHIPS

The Kaitaunaki Kōkiri – is responsible to the Pou Kōkiri.

Who	Why
Direct Reports	
Pou Kōkiri	Communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Internal	
Pou Pakihi	Specific to workstreams - communicate; take direction; provide advice; identify emerging issues/risks and implications and propose solutions; receive advice.
Ringa Raupā Executives	Provide advice, identify emerging issues/risks and their implications, and propose solutions; receive advice.
Ringa Raupā	Coordinate wānanga and communications.
Ngā Kura ā Iwi Community	Support and assist coordination of National Ngā Kura ā Iwi events.
External	
Key Stakeholders	Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes when required.

KEY RESPONSIBILITIES

- Efficiently manage the schedule of the Pou Kōkiri, prioritising meetings, and ensuring optimal time allocation with a good work life balance.
- Prepare agendas, collect and organise relevant materials, summarise content as required, and record executive standard meeting notes.
- Act as a liaison between the Pou Kōkiri and internal/external stakeholders, ensuring effective communication flow.
- Arrange complex and detailed travel plans, itineraries, and agendas; compile documents for travel-related meetings.
- Track and follow up on key action items and ensure timely completion of tasks.
- Plan and coordinate events, meetings, and conferences.
- Maintain and organise important documents and files, ensuring easy accessibility.
- Support the Pou Pakihi in ensuring compliance with legal and regulatory requirements, aligning with our charity status.
- Develop and maintain a contract management system to monitor contract status, deadlines, and renewals.
- Ensure thorough and accurate documentation of all board and committee decisions, maintaining high standards of minute-taking.
- Facilitate effective communication and collaboration among board members, executive team, and other stakeholders.
- Provide logistical support for virtual and in-person board meetings, ensuring all technical and administrative needs are met.

- Support the Pou Kōkiri in implementing organisational strategies and initiatives, providing administrative and project management assistance.
- Assist in preparing reports, presentations, and other documents for the Pou Kōkiri
- Maintain confidentiality and discretion in handling sensitive information and communications.
- Execution of work is in a diligent and faithful manner of full benefit to the organisation. Project and workstream support are completed as agreed and in a timely manner.
- Support and assist the Ringa Wera team with organising Ngā Kura ā Iwi National Events
- Uphold the integrity and mana of Ngā Kura ā Iwi Incorporation.

KEY CHALLENGES

Managing Multiple Priorities	Balancing the demands of the role and increasing workload, the Kaitaunaki Kōkiri must efficiently prioritise tasks and manage time to ensure that all responsibilities are met without compromising quality.
Maintaining Confidentiality	Handling sensitive and confidential information is a critical aspect of the role. The Kaitaunaki Kōkiri must ensure that all communications and documents are managed discreetly and securely to protect the organisation’s interests.
Remote Work Coordination	Coordinating activities and communications in a fully remote work environment. The Kaitaunaki Kōkiri needs to leverage digital tools effectively to maintain seamless operations and collaboration among team members who are not physically present.
Meeting Deadlines and Follow-ups	Ensuring timely follow-up on action items from meetings and managing deadlines for various projects. The Kaitaunaki Kōkiri must have strong organisational skills to track and complete tasks efficiently.
Facilitating Effective Communication	Acting as a liaison between the Pou Kōkiri, the Executive Board Committee, and other stakeholders involves facilitating clear and effective communication. Miscommunication or delays in communication can impact the efficiency and effectiveness of executive operations.

ADDITIONAL CHALLENGES:

- High-Pressure Environment
- Adaptability to Changing Priorities
- Ensuring Compliance
- Proactive Problem-Solving

FLEXIBILITY STATEMENT: At Ngā Kura ā Iwi o Aotearoa, we embrace a dynamic and evolving environment where roles and responsibilities may adapt in response to organisational growth and strategic priorities. We value flexibility and agility in our team members, recognising that the ability to pivot and take on new challenges is essential to our collective success. Ringa Wera are expected to demonstrate a proactive mindset, readiness to learn, and a willingness to contribute across various functions as needed. We encourage continuous professional development and offer opportunities for learning and growth that align with both individual career aspirations and the evolving needs of our organisation.

FOCUS CAPABILITIES: The focus capabilities for the role are the capabilities in which successful applicant must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the key accountabilities of the role.

NKAI Capability Framework		
Group and capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity Display resilience and courage	Advanced	Acts with Integrity: <ul style="list-style-type: none"> - Communicates truthfully and openly in all interactions. - Consistently makes decisions aligned with organisational values and ethical standards. - Handles sensitive information with discretion and maintains confidentiality. - Takes ownership of actions and accepts responsibility for outcomes. - Upholds principles of fairness, respect, and honesty in dealings with others. - Adjusts approach based on ethical considerations and changing circumstances. - Builds trust through actions that demonstrate integrity and reliability. Display resilience and courage <ul style="list-style-type: none"> - Responds positively and effectively to change and uncertainty. - Persists in the face of obstacles or setbacks to achieve goals. - Finds innovative solutions to challenges, even in complex or ambiguous situations. - Maintains composure and optimism under pressure or in stressful situations. - Takes proactive steps to address challenges and seize opportunities. - Provides encouragement and support to colleagues during challenging times. - Makes bold decisions based on principles and sound judgment, despite potential risks.
Confidentiality and Discretion	Advanced	<ul style="list-style-type: none"> - Handles confidential information with the utmost sensitivity and discretion. - Maintains strict confidentiality in all communications and interactions. - Implements security measures to protect sensitive documents and data. - Avoids discussing confidential matters in non-secure environments. - Respects privacy rights and maintains trust among stakeholders. - Exercises judgment in sharing information on a need-to-know basis. - Adheres to organizational policies and legal requirements regarding confidentiality. - Handles unexpected situations involving sensitive information with professionalism.
Digital User Open to explore	Capable	<ul style="list-style-type: none"> - Actively seeks out new digital tools, platforms, and methods. - Quickly learns and adapts to changes in digital technologies. - Openly experiments with new software, applications, or digital strategies. - Uses digital tools to solve problems and streamline processes. - Engages in ongoing learning to expand digital skills and knowledge.

		<ul style="list-style-type: none"> - Welcomes feedback on digital proficiency and applies it to improve performance. - Uses digital platforms to collaborate effectively with colleagues and stakeholders. - Demonstrates proficiency in navigating and utilizing various digital platforms and tools.
Relationships Communicate Effectively	Capable	<ul style="list-style-type: none"> - Expresses ideas and information clearly and succinctly. - Listens attentively to understand others' perspectives and concerns. - Ensures messages are conveyed accurately and comprehensively. - Provides constructive feedback that is specific, actionable, and respectful. - Resolves conflicts and disagreements constructively and diplomatically. - Writes clearly structured, coherent, and professional documents and emails.
Contract Management	Capable	<ul style="list-style-type: none"> - Reviews contracts thoroughly to identify terms, conditions, and obligations. - Ensures all contracts comply with legal and regulatory requirements. - Tracks contract deadlines, renewals, and milestones accurately. - Communicates contract details effectively to stakeholders and legal teams. - Manages contract amendments and revisions promptly and accurately. - Maintains a centralized contract management system for easy retrieval and updates.
Business Enablers Finance Procurement	Capable	<ul style="list-style-type: none"> - Analyzes financial data to support informed decision-making. - Manages budgets effectively, monitoring expenditures and ensuring compliance. - Develops and implements procurement strategies aligned with organizational goals. - Builds and maintains relationships with vendors and suppliers. - Negotiates contracts to secure favorable terms and conditions. - Identifies and mitigates financial and procurement risks. - Ensures compliance with financial regulations, policies, and procedures. - Prepares accurate and timely financial reports and procurement updates.
Remote Work Proficiency	Advanced	<ul style="list-style-type: none"> - Effectively communicates and collaborates with Ringa Wera / Stakeholders using digital platforms (e.g. TEAMS, Zoom) - Demonstrates strong self-discipline and time management skills to maintain productivity while working remotely. - Sets and meets deadlines for tasks and projects, even without direct supervision. - Actively participates in virtual team meetings, fostering a sense of connection and engagement among team members. - Uses creative ways to build rapport and maintain relationships with colleagues despite physical distance. - Adheres to security protocols and best practices to protect sensitive information while working remotely. - Ensures confidentiality in handling documents, communications, and virtual meetings.
Results Think and Solve Problems	Capable	<ul style="list-style-type: none"> - Applies logical reasoning and critical thinking to analyze complex problems. - Generates innovative ideas and solutions to address challenges.

		<ul style="list-style-type: none"> - Makes well-informed decisions based on analysis and evaluation of alternatives. - Breaks down problems into manageable components and develops effective solutions. - Aligns problem-solving efforts with organizational objectives and long-term goals. - Uses available resources efficiently to overcome obstacles and achieve objectives. - Seeks opportunities for process improvement and optimization. - Focuses on achieving measurable results and delivering value to stakeholders.
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DESIRABLE

- Proficiency in and knowledge of Te Reo Māori (written and oral) and tikanga Māori.
- Experience in online project planning platforms
- Excellent level of digital capability
- Openness and willingness to develop and grow in the position
- Excellent organisational skills including time management and the ability to establish priorities, use initiative and make decisions.
- Familiarity with office management procedures and basic financial principles to undertake procurement processes.
- Excellent knowledge of MS Office, office management software and working within an I-Cloud environment.
- Outstanding communication and interpersonal abilities.
- Demonstrated ability to work independently and in a team.
- Sets high goals or standards of performance for self and organisation. Results oriented as an individual and in a team.
- Accomplishes tasks through concern for all areas involved, no matter how small, checking processes and tasks, attention to detail.
- Demonstrated flexibility and willingness to assist with other duties as required.
- Knowledge of NKA I network and how the organisation works.
- Understanding of Iwi partnerships and kaupapa Māori education.

HEALTH AND SAFETY

- Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.
- Reports all hazards, accidents, near misses, or unsafe conditions to Pou Pakihi – Administration Manager and Pou Kōkiri – Chief Executive Officer as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.
- Is knowledgeable and complies with all Ministry Health and Safety policies and guidelines.