



Kaiārahi Matihiko Digital Advisor

(Part time contracted position)*

Te Hotu Manawa Māori Trust trading as Toi Tangata

Position Summary

The Kaiārahi Matihiko / Digital Advisor is responsible for the development, coordination and implementation of Toi Tangata digitalisation goals. The position is charged with leading the Toi Tangata Digital Strategy and Roadmap, and actively supporting the digital components of the Communication Engagement Strategy.

The Toi Tangata Digital Strategy (2018) identifies the need to increase the digital maturity and capability in the organisation. The Kaiārahi will evaluate and adopt fit for purpose digital technologies that increase Toi Tangata's engagement and capability to meet our new strategic plan and future focus. The Kaiārahi will be an enabler of positive digital transformation, staying abreast of current emerging digital developments including those that have relevance for nutrition and physical activity and te reoMāori development. The Kaiārahi will liaise and work in consultation with Toi Tangata service and project leads, and as relevant with external design and web suppliers.

The Kaiārahi Matihiko / Digital Advisor will also lead the development of a Learning Management System (LMS) which is currently being piloted. This work includes developing, coordinating and implementing existing Toi Tangata resources and training into digital formats suitable for the LMS, and the adoption of new tools.

*Toi Tangata is open to discussion regarding ways in which this position/work could be delivered

Position Reports To	Service Area
Chief Executive Officer	Digital Development
Role Dimensions	
Financial Authority/Budget Allocation:	Budget as allocated for specific projects
Direct Reports:	N/A

Key Accountabilities

Relationships	
Internal:	Kaiwhakahaere Matua CEO
External:	Toi Tangata staff

Key Result Areas

SPECIFIC DUTIES AND RESPONSIBILITIES	
Digitalisation and Content development	<ul style="list-style-type: none"> • Develop digital platforms, Innovate new ideas, products and offerings • Monetization of digital products including the conversion of existing resources, services and products into digital products that can be delivered online
Data Collection	<ul style="list-style-type: none"> • Develop a Learning Management System (LMS) for Toi Tangata • Develop and coordinate ways to collect new and utilise existing data • Undertake data collection and analysis that can inform the organisation about its performance and help it better serve its target stakeholders.
Digital Literacy	<ul style="list-style-type: none"> • Raise staff digital literacy and technology capability. This includes the provision of advice to the board and team on digital tools and emerging digital technologies • Provide advice/work with staff to progressively build the organisational digital capability.
Communications	<ul style="list-style-type: none"> • Work closely with the Communications Lead to ensure the appropriate platforms are in place to ensure the Digital Communications Plan actions are achieved.

Skills, Experience and Education

CORE COMPETENCIES	
Qualifications and Experience	<p>The person(s) MUST have a combination of:</p> <ul style="list-style-type: none"> • relevant tertiary or industry qualifications and recognition • at least 3 years of technology-related relevant work experience • 'vertical' area expertise in one or more of the key strategic purposes noted above • a strong technology knowledge at intermediate level across several areas, and the ability to competently develop new technology skills as required • the capability to work remotely when required <p>It is expected that the person(s) SHOULD have a combination of:</p> <ul style="list-style-type: none"> • conversational te reo and awareness and practice of tikanga • a mature knowledge of the Māori cultural and political environment • a mature knowledge of the Māori health and community sector <p>It is expected that the person(s) COULD have a combination of:</p> <ul style="list-style-type: none"> • other tertiary or industry qualifications and experience in related fields (e.g. health, social, community) • at least 5 years of stable and relevant work experience

General Competencies

- Ability to evaluate technical or specialised information from a Māori perspective
- Ability to think strategically and contribute effectively to programme delivery and strategy
- Excellent written and verbal communication skills in English, and with some Te Reo Māori proficiency
- Project Management and Coordination skills.
- Team player
- Outcome/solution-focused
- Pro-active and demonstrates good initiative
- Thinks innovatively and looks at the wider perspective and new approaches
- Strong interpersonal skills, ability to build and maintain positive relationships with a range of stakeholders
- Communicates in a mana-enhancing way
- Full driver's license
- Committed to the objectives of the application of whanau-centric practice
- Able to monitor and evaluate outputs and outcomes
- Strong personal productivity skills (e.g. time management)
- Sound planning and organisation skills

Business Compliance	
Role Modelling	<ul style="list-style-type: none"> • Committed to a healthy lifestyle • Auahi kore (smoke free) • Commitment to the parakore kaupapa
Policies & Procedures	<ul style="list-style-type: none"> • Carries out all role-related activities in accordance with Toi Tangata workplace policies and procedures
Health & Safety	<ul style="list-style-type: none"> • Undertake all work in a safe manner, identify and report workplace accidents or hazard's in a timely manner
Licence	<ul style="list-style-type: none"> • Holds a current drivers licence

Performance Indicators	
No of LMS are developed	
Digitalisation action plan and timeline created and deadlines met	
Progressive development of digitalisation of resources	
Upskilling of staff capability progressively developed (staff capability building)	
Analytical capacity is grown with the organisation, collection and sourcing of better data measurement and analysis of digital activity	
Data collected is able to inform policies, projects and engagement	
Innovative ways to solve problems and seize solutions are regularly demonstrated No of New products/tools are adopted No of new collaborations	