

Position Description

Kaiārahi He Pī Ka Rere

Position Summary

The Kaiārahi He Pī Ka Rere is responsible for supporting the development, coordination and implementation of He Pī Ka Rere (HPKR) in the Bay of Plenty Region. The Kaiārahi communicates with Kohanga Reo and other Māori immersion Early Childhood settings in the BOP Region to deliver He Pī Ka Rere training and support.

The Kaiārahi mobilises resources and information on behalf of Toi Tangata, as well as kaupapa Māori focused resources and information from Toi Te Ora, Bay of Plenty DHB.

The Kaiārahi stays abreast of current developments in nutrition and physical activity with an ability and willingness to relate to a range of audiences from kaiako, whānau and tamariki, to mature Māori through to senior government levels.

The position works in consultation with Toi Tangata service and project leads, in particular the Pou Whakahaere - He PT Ka Rere.

The Kaiārahi will liaise with Toi Te Ora Public Health, Te Kohanga Reo National Trust, hapu and iwi, government organisations and others as requested by the Pou Whakahaere - He PT Ka Rere and Kaiwhakahaere matua- CEO.

Position Reports To	Service Area
Kaiwhakahaere Matua Chief Executive Pou Whakahaere HPKR	National Nutrition and Physical Activity Service
Role Dimensions	
Financial Authority/Budget Allocation:	Budget as allocated for specific projects
Direct Reports:	N/A

Key Accountabilities

Relationships	
Internal:	<ul style="list-style-type: none">Kaiwhakahaere Matua CEOToi Te Ora staffToi Tangata staff and contractors
External:	<ul style="list-style-type: none">Kohanga Reo

Key Result Areas

Key Result Areas	Responsibilities
Programme delivery	<ul style="list-style-type: none"> • Coordinate and facilitate He Pī Ka Rere training wānanga to Kohanga Reo and Māori ECC centres. • Coordinate and organise venues, tools and resources.
Resource development	<ul style="list-style-type: none"> • Assist with the development and editing of training materials and educational resources e.g. Infographics.
Reporting	<ul style="list-style-type: none"> • Undertake reporting, including the co-ordination of 6 monthly reports to Toi Te Ora. • Coordinate evaluation feedback and recommendations for improvements, including feedback on training activities
Communications	<ul style="list-style-type: none"> • In conjunction with Toi Tangata kaimahi, contribute relevant information and disseminate regular communications to Toi Tangata social media channels including Facebook and Ezine. • Facilitate a regional Facebook communications page for HPKR. • In consultation with the Kaiwhitiwhiti -Communications Advisor and Pou Whakahaere HPKR, maintain regular engagement with local Māori and Non Māori media. • The Kaiārahi communicates with Kohanga Reo and other Māori immersion Early Childhood settings in the BOP Region to deliver He Pī Ka Rere training and support.
Relationship management	<ul style="list-style-type: none"> • Build and maintain positive relationships and knowledge exchange with Kohanga Reo and Māori ECC throughout the BOP region. • Build and maintain positive relationships with Toi Te Ora — BOPDHB and other organisations / stakeholders within the Bay of Plenty Region.
Te Reo Māori	<ul style="list-style-type: none"> • Actively promote the use of te reo Māori throughout Toi Tangata and within its work. • In consultation with the Toi Tangata lead, contribute to the development of an organisational Te Reo Māori Action Plan for 2020.

Position Requirements

Core Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> ▪ Tertiary Qualification in Sports/Recreation, Te Reo Māori, Education, Māori Public Health discipline or similar.
Technical Knowledge & Skills	<ul style="list-style-type: none"> ▪ Experience in implementation of Te Whariki ▪ Ability to evaluate specialised information from a Māori perspective ▪ Competent in use of the Google suite, Microsoft Office and (although not essential) other relevant ▪ applications such as canva, and photoshop

Cultural Competencies	<ul style="list-style-type: none"> ▪ Experience in use of social media and other relevant digital tools ▪ Understanding of training analysis, design and delivery with specific application to Māori communities Able to monitor and evaluate outputs and outcomes ▪ Fluency and experience in the active promotion of te reo Māori. ▪ Experience with Maori health, sport or recreation and practical knowledge of Māori education development ▪ Excellent understanding and experience of Kohanga Reo including Te Korowai Understanding of ngā pou o te Kohanga Reo.
Organisational Skills	<ul style="list-style-type: none"> ▪ Strong personal productivity skills (e.g. time management) ▪ Sound planning and organisation skills ▪ Competent computer and administration skills
Personal Attributes	<ul style="list-style-type: none"> ▪ Proactive Self Starter ▪ Creative and resourceful ▪ Acts on own initiative to solve problems ▪ Flexible and resilient ▪ Open, honest and willing to learn ▪ Takes ownership and personal responsibility for achieving results ▪ Flexible 'can do' attitude and ability to adapt to the changing needs of the organisation

Compliance

Business Compliance	
Role Modelling	<ul style="list-style-type: none"> ▪ Committed to a healthy lifestyle ▪ Auahi kore (smoke free)
Policies & Procedures	<ul style="list-style-type: none"> ▪ Carries out all role-related activities in accordance with THMM and 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 hazards in a timely manner
Licence	<ul style="list-style-type: none"> ▪ Hold current drivers licence
General	<ul style="list-style-type: none"> ▪ Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard. ▪ Be punctual and work the hours and times specified. ▪ Support and help develop a positive workplace culture. ▪ Demonstrate excellent interpersonal communication skills. ▪ Responsibly manage all business resources within accountability levels. ▪ Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.

- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.