



NGĀTI WHĀTUA ŌRĀKEI
WHAI MAIA LTD

Position Description

Position Title	Transformation – Education, Employment and Enterprise Partner
Reports To	General Manager Transformation
Direct Reports	n/a
Location	230 Kupe Street, Ōrākei
Date	September 2020

Purpose of Position

This purpose of the position is to create foundational processes to assist the team in enhancing the building of relationships with schools, educators, businesses and key stakeholders. This role will have a strong focus on the educational space and will reinforce the educational and employment wellbeing of whānau.

This role requires understanding the targets & KPI's of your team to support & develop the core manuals and documentation to enable smooth processing that will benefit the team's operational ability to ensure there is clear & strong correspondence. That indicated will complement the building of partnerships with Educational Institutions, new employment opportunities, drive employment projects, to drive overall success for the hapū.

This role is diverse therefore requires a very well-organized person with strong interpersonal skills and to communicate with your Transformation team, Whai Maia, The Trust and Whai Rawa to increase opportunities and thereby maximize social, cultural and commercial returns for whānau.

Key Relationships	
<ul style="list-style-type: none">▪ INTERNAL▪ Senior Leadership Team▪ Whai Maia Staff▪ Ngāti Whātua Ōrākei Whai Rawa▪ Ngāti Whātua Ōrākei Trust▪ KMOT	<ul style="list-style-type: none">▪ EXTERNAL▪ Ministry of Education▪ Local Government and CCO's▪ Corporate Partners▪ Community Organizations▪ Offshore Partners▪ Ngāti Whātua Ōrākei Reserves Board▪ Educational Institutes
Authorities	
FINANCIAL Nil	STAFF Nil



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Key Responsibilities	Performance Goals
Strategy	<ul style="list-style-type: none">▪ Work with Transformation and Toi Whātua team to create educational pathways and milestones with a focus on NCEA level 2 achievement▪ Collaboratively work along with the educational, and vocational tactical plan, identify gaps from secondary to vocational employment▪ Work cross-functionally with the WML teams and the Ngāti Whātua Ōrākei group to educate team on pathways and programs for pepi, tamariki, pakeke.
Business Development	<ul style="list-style-type: none">▪ Scope the opportunities with Educators, Businesses and Key Stakeholders to grow tertiary offerings, SME and preferred supplier opportunities▪ Research to identify whānau needs to approach businesses then▪ Promote Ngāti Whātua Ōrākei's unique propositions
Relationship Management	<ul style="list-style-type: none">▪ Build long-term relationships with new and existing clients and decision-makers▪ Manage agile responses to whānau needs▪ Provide trustworthy feedback and post-event support
Management	<ul style="list-style-type: none">▪ Forecast progression targets and ensure they are meeting from ECE Maori Medium participation to vocational and internships placements▪ Write monthly reports to ensure the Transformation teams KPI'S are on track▪ Work with the GM Transformation to develop a high performing team aligned to the Ngāti Whātua Ōrākei purpose and unique proposition.

Person Specification:

Excellent interpersonal abilities

Proficient administrative skills

A strategic thinker

Three plus years' experience in a relevant role

Proven ability to leverage networks to create opportunities

Values fit with Ngāti Whātua Ōrākei

Strength in ngā Tikanga me te Reo Māori



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Relevant tertiary qualification
Confident all-rounder
Team Player