



## POSITION DESCRIPTION

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### EA to GM NZMACI & Wānanga Administrator

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The New Zealand Māori Arts and Crafts Institute (NZMACI), located within Te Puia in Rotorua, is the custodian of traditional Māori arts, crafts, and cultural knowledge. Established to preserve and protect these taonga, NZMACI operates under the NZ Māori Arts and Crafts Institute Vesting Act 2020, continuing its mission to safeguard and promote the legacy of Māori culture for future generations.

NZMACI focuses on fostering mastery in traditional skills, developing leaders in Māori arts, and enriching the cultural and educational experiences of its taura and employees. It offers a proactive, values-driven workplace, encouraging personal and professional growth in a culturally fulfilling environment.

Under the Act, NZMACI is tasked with six core functions:

1. Encouraging, fostering, and promoting ahurea and toi Māori (Māori culture and arts).
2. Providing training for iwi, including whakairo rākau (carving) and raranga (weaving).
3. Awarding grants for study, training, and experience in Māori arts and crafts or other approved areas.
4. Conferring diplomas or certificates for qualifications in Māori arts, crafts, or culture.
5. Supporting demonstrations, exhibitions, and tours of toi Māori and toi whakaari Māori (Māori performing arts).
6. Ensuring the sustainable development of scenic and tourism attractions in Rotorua and beyond.

## OUR WHY

Toitū te ahurea Māori – Leaders in uplifting Māori culture.

## TE PUIA VALUES

Mātauranga Māori - Taonga Tuku Iho - Manaakitanga - Whakanui

## TE PUIA PRINCIPLES

<i>Teamwork:</i>	Consistently demonstrate an unselfish commitment to working with others to create a collaborative culture.
<i>Passion for Customer:</i>	A positive relationship through outstanding service with each and every interaction.  Understanding our manuhiri and what they want.
<i>Integrity:</i>	Upholding the highest ethical standards and promote trust and respect.
<i>Excellence:</i>	Exceeding expectations and taking intense pride in everything that we do every day.
<i>Leadership:</i>	Having the courage to rise above challenges through adversity that will inspire others. Providing a supportive, safe, and healthy workplace.
<i>Innovation:</i>	Imagining what is possible and being brave. Fostering creativity that challenges constraints and drives progress. Being adaptive and flexible.
<i>Guardianship:</i>	Take care of the land, environment, and other assets for future generations.

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### **Position Title:**

EA to GM NZMACI & Wānanga Administrator

### **Department:**

NZMACI

### **Reports to:**

GM NZMACI & Organisational Culture

### **Direct Reports to Position:**

Nil

### **Key Relationships (Internal):**

GM NZMACI & Organisational Culture, NZMACI Business & Operations Manager, Pou Tuarā, Funding & Commercial Innovation Manager, Tumu me ngā Pouako o ngā Wānanga, NZMACI tauira and staff, CEO and Te Puia Senior Management Team, HR team.

### **Key Relationships (External):**

Manuhiri, cultural heritage and tourism organisations, educational organisations, hapū/iwi Māori, Māori organisations and businesses, research entities, government organisations.

**Purpose of the Position:**

To provide comprehensive administrative and executive support to the GM NZMACI and the NZMACI management team, including Tumu me ngā Pouako o ngā Wānanga, ensuring the seamless operation of NZMACI. This role also supports NZMACI taura through dedicated pastoral care, fostering their wellbeing, and guiding their personal and professional development within the Wānanga.

This role is uniquely positioned to contribute to the dual objectives of the NZMACI Charitable Foundation and Te Puia. By fostering collaboration and alignment, the EA to GM NZMACI & Wānanga Administrator ensures that cultural preservation and commercial excellence are achieved in unison, advancing the overarching vision of both entities.

**Key Accountabilities:**

Focus Area	Accountabilities
Executive support to the GM NZMACI	<ul style="list-style-type: none"> <li>• Provide exceptional administrative support to the GM NZMACI, balancing the operational needs of Te Puia with the educational and cultural priorities of the NZMACI Charitable Foundation.</li> <li>• Facilitate efficient wānanga operations while aligning with the Foundation's vision of fostering cultural excellence.</li> <li>• Manage and coordinate the GM NZMACI schedule, including meetings, appointments, and travel arrangements.</li> <li>• Prepare and distribute meeting agendas, minutes, and follow-up actions as required.</li> <li>• Act as a liaison between the GM NZMACI and internal/external stakeholders, ensuring clear and timely communication.</li> <li>• Assist with the preparation of reports, presentations, and correspondence.</li> <li>• Monitor and manage incoming communications, prioritising and responding on behalf of the GM NZMACI where appropriate.</li> <li>• Facilitate communication and coordination among the GM NZMACI direct reports to streamline project updates and ensure alignment of cultural, operational, and funding priorities.</li> <li>• Ensure confidentiality and professionalism in all aspects of the role.</li> <li>• Anticipate the needs of the GM NZMACI and proactively address administrative requirements.</li> </ul>
Administrative Support	<ul style="list-style-type: none"> <li>• Efficiently manage administrative needs for the NZMACI management team and Tumu me ngā Pouako o ngā Wānanga NZMACI.</li> <li>• Facilitate seamless communication and operational synergy between the NZMACI Charitable Foundation and Te Puia, ensuring that wānanga activities and administrative functions align with the shared vision of cultural preservation and organisational excellence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide curriculum support by assisting with planning and resource preparation.</li> <li>• Finalise documentation and ensure accuracy and completeness.</li> <li>• Maintain and update tauira learning records, ensuring they are current and accessible.</li> <li>• Participate in regular Tumu and Pouako hui, including minute-taking.</li> </ul>
Tauira Support & Pastoral Care	<ul style="list-style-type: none"> <li>• Collaborate with Tumu me ngā Pouako o ngā Wānanga to support tauira in achieving their learning outcomes.</li> <li>• Motivate and encourage tauira to reach their personal and educational goals.</li> <li>• Provide guidance and support to address individual tauira needs.</li> </ul>
Reporting & Documentation	<ul style="list-style-type: none"> <li>• Ensure high standards of accuracy in reporting and record-keeping.</li> <li>• Deliver all reporting requirements in a timely manner.</li> <li>• Maintain confidentiality and integrity in handling sensitive documentation.</li> <li>• Assist in tracking and reporting progress on cultural and commercial initiatives across departments to provide clear updates to the GM.</li> </ul>
Flexibility & Organisational Support	<ul style="list-style-type: none"> <li>• Take on tasks across the organisation as needed to meet business priorities.</li> <li>• Prioritise the cultural experience of manuhiri while supporting organisational goals.</li> <li>• Adapt quickly to new challenges and responsibilities to ensure seamless operations.</li> </ul>
Internal Systems & Processes	<ul style="list-style-type: none"> <li>• Manage and maintain assigned internal systems to a high standard.</li> <li>• Ensure all processes are efficient and aligned with organisational expectations.</li> <li>• Regularly review and improve systems to enhance effectiveness.</li> </ul>

**Key Role Outcomes:**

- Efficient and proactive administrative support that ensures smooth operations for NZMACI management and tauira.
- High-quality executive support to the GM NZMACI, including effective schedule management and stakeholder communication.
- Accurate and timely reporting, record-keeping, and documentation that upholds confidentiality and organisational standards.
- Collaborative support for tauira, fostering their success in achieving learning outcomes and personal goals.

- Flexibility and adaptability to meet organisational priorities and contribute to a positive cultural experience for manuhiri.
- Maintenance and improvement of internal systems and processes to ensure efficiency and alignment with organisational objectives.
- Strong alignment with Te Puia and NZMACI's mission, values, and kaupapa.
- Success in this role contributes to establishing the NZMACI Foundation and Te Puia as leaders in pioneering approaches to cultural and commercial integration, setting a global standard for innovation.

**Person Specifications:**

- Demonstrated experience in administrative or educational support roles, with a clear commitment to kaupapa Māori and cultural alignment.
- Proficient understanding of te reo me ōna tikanga Māori, with confidence and ability to integrate this knowledge into daily work at NZMACI.
- Analytical and solution-focused thinker, capable of proactively addressing challenges.
- Strong communication skills, both written and verbal, with the ability to produce clear, high-quality reports and documentation.
- Advanced proficiency in Microsoft Office Suite, including Word, PowerPoint, and Excel, with a focus on professional output.
- Outstanding organisational skills, with a proven ability to manage time effectively, meet deadlines, and maintain productivity.
- Confident use of basic Te Reo Māori, including the ability to greet and engage with manuhiri appropriately in Māori.
- Commitment to professional integrity, maintaining high personal and work standards.
- A good understanding of NZMACI's history and its role in preserving traditional Māori craftwork is highly advantageous.

**Additional Competencies:**

- Creativity: Develops innovative solutions to work related problems; identifies potential opportunities and ways to capitalize on them.
- Relations with Others: Is pleasant, cooperative, and gets along well with others. Keeps manager informed, reports problems promptly, and seeks guidance when needed. Develops and maintains a network of personal contacts within the organisation.
- Self Confidence: Asserts own point of view, even when it differs from others (e.g. manager's), shows confidence in own skills and capacity to complete tasks; seeks necessary resources for self and/or staff to work effectively.
- Flexibility: Adapts approach to fit with changing conditions, tasks, responsibilities, or people
- Customer Service Orientation: Is courteous, patient, pleasant, and helpful with customers; shows understanding for customers' concerns; takes actions to accommodate customer needs whenever possible.

- Sensitivity: Demonstrates an awareness of others' concerns, interests, and positions, and takes into consideration the impact that decisions and plans are likely to have on them.
- Stability: Performs stably while under pressure or in a changing work environment. Reliable.
- Technical Skill/Knowledge: Demonstrates sufficient level of understanding and skill in required technical area.
- Written Communication: Expresses ideas in writing clearly, with correct grammar and spelling, and in a well-organised way.
- Verbal Communication: Express ideas orally with clarity, appropriate grammar, pace, and nonverbal gestures; listens effectively.

**Acknowledgement:**

I confirm that I have read and understand the duties and responsibilities outlined for this role. I commit to performing my role in a manner that supports the success of Te Puia, contributes meaningfully to its growth and development, and upholds its core kaupapa, values, and objectives with integrity and dedication.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_