

POSITION DESCRIPTION



HOST
INTERNATIONAL
AOTEAROA NEW ZEALAND
FOSTERING HUMANITY, HOPE & DIGNITY

Kaiārahi - Cultural Advisor Māori

DEPARTMENT DIVISION	NZ CORS Community Refugee Sponsorship
REPORTS TO	National Program Manager NZ
LOCATION	Wellington
EMPLOYMENT TYPE	Permanent part-time (30 hours per week)

About HOST International

Established in December 2016, HOST International is a not-for-profit company limited by guarantee committed to working wisely, creatively, and carefully to help create a better, safer future for displaced people and host communities around the world.

Through strengths based and trauma informed approaches we provide education and support services to improve the livelihoods and independence of refugees and asylum seekers whilst assisting host countries to integrate them well.

HOST Aotearoa New Zealand was established in 2018 to support effective integration of refugees in New Zealand and to promote Manaakitanga towards newcomers. We acknowledge and support the Treaty of Waitangi and commit to its principles of participation, protection, and partnership.

Our Governing Principles

Creating and maintaining humanity (mana tangata), hope (tūmanako) and dignity (whakarangatira) is at the core of our work with displaced people and host countries.

Our Values

- Respect (Whakaute/Mana)
- Integrity (Ngākau Pono)
- Compassion (Ngākau Aroha)
- Diversity (Kanorau)
- Innovation (Auaha)

1. Position Summary

The Kaiārahi - Cultural Advisor Māori is responsible for supporting the development of working relationships with relevant communities and ensuring that all HOST service provision in New Zealand is provided with cultural considerations. Reporting directly to the National Program Manager, the role includes wider community engagement, support for tangata whenua and Māori providers engaging in the refugee resettlement, and cultural training and advice for staff and sector partners.

2. Key Responsibilities

- Contribute cultural expertise to the design and implementation of new services;
- Incorporate Māori concepts and values into planning and implementation approaches to support effective resettlement of refugees;
- Build linkages between iwi and refugee background communities;
- Build and foster relationships with stakeholders, other relevant individuals, and organisations;
- Promote the NZ Refugee Sponsorship program to Māori communities across Aotearoa and work with coaches to support Māori groups that want to apply to become sponsors;
- Develop and deliver training to approved sponsors in relation to Māori concepts and values and to support local partnerships with iwi and mana whenua; and
- Support the development of staff cultural competence including te reo Māori and tikanga capabilities.

2.1 Authority and Delegation

- This position is not responsible for a budget but may be delegated to incur reasonable expenses in the course of undertaking the duties outlined in this position description.

3. Selection Criteria

3.1 Essential

- Tertiary qualifications in community development and/or equivalent;
- A high-level competency in te reo Māori me ona tikanga;
- Strong iwi networks and prior expertise building linkages between iwi, hapū, whanua and other communities;
- Commitment to collaboration and innovation with a broad range of stakeholders including mana whenua, NZ Government, business, cultural leaders, and community partners;
- Confident communicator with strong interpersonal skills and high level written, verbal and electronic communication proficiencies;
- Ability to plan and deliver seminars and trainings that are informative, inspiring, and meet target audience requirements;
- A positive attitude, energy and enthusiasm and ability to work in a self-directed manner with minimal supervision;
- Confidence to confidently navigate new computer systems and an intermediate knowledge of Microsoft Office including Word, Excel and PowerPoint; and
- Awareness of the community, cultural and political context.

3.2 Desirable

- Experience working in diverse cultural contexts with strong intercultural communication skills and understanding of the refugee resettlement pathway;
- Experience working in refugee settlement programs;
- Experience working in a not-for-profit context; and
- High level IT and data administration skills.

4. Expectations of HOST Employees

In addition to the duties listed above, all HOST staff are expected to:

- Respect and abide by HOST’s vision, mission and values, ensuring that their conduct is consistent with the HOST Code of Conduct and is fully compliant with the provisions of HOST policies and procedures;
- Carry out general administrative functions related to their role and to the effective and efficient functioning of HOST including the timely and accurate management of case files, relevant databases, and all service delivery communications and data;
- Participate in induction training relating to policy and procedures, workplace health and safety and HOST administrative systems;
- Comply with all other reasonable and legal directions of the Senior Manager or relevant Executive as required;
- Communicate concepts, information and arguments efficiently in personal and group contexts and across all organizational levels;
- When representing HOST at internal and external events, ensure appropriate conduct and professional representation at all times;
- Demonstrate high ethical standards and professionalism and visible support and promotion for corporate outcomes and corporate values;
- Ensure all relevant information, including policies and procedures, are effectively communicated to staff;
- Promote a culture of continuous improvement and innovation within all program activity;
- Help build the HOST brand in NZ by representing the organisation at various levels of the community and government sectors as required; and
- Perform other duties commensurate with skills and experience as required.

4.1 Position Responsibilities

- Applicants must have the right to work in New Zealand;
- All applicants must undertake a National child protection clearance and National Police Check and not have any serious convictions including fraud, assault or serious theft. Any convictions should be declared up front and will be discussed confidentially upon receipt of the criminal record check; and
- Applicants may be subject to social media screening as part of employment.

5. HOST Core Competency Framework

Customer Orientation	The ability to demonstrate diverse customer focused support and stakeholder engagement in all business-related activities, acting without prejudice and in a manner, that promotes inclusion.
Continuous Improvement	The ability to demonstrate support for organisational change necessary to improve effectiveness and efficiency as well as proactively helping others to successfully navigate through organisational change.
Teamwork	The ability to work collaboratively as part of a high performing team ensuring the effective and efficient operation of HOST in accordance with its values, strategic direction, industry best practice and contractual obligations.
Analytical Thinking	The ability to clearly analyse a situation and seek out relevant information needed to address challenges using a logical, systematic, and sequential approach.

Communication	The ability to communicate appropriately and proficiently across varying audiences and contexts, with demonstrated experience in preparing high-level reports, correspondence, and briefings.
Initiative	The ability to identify or pre-empt what needs to be done and take appropriate action before being asked or before the situation requires it.
Safety & Wellbeing	The ability to contribute positively to and take responsibility for one's safety & wellbeing and the safety & wellbeing of those around to ensure a climate of safety, support, resilience, and balance.

The above core competency framework applies to all staff working at HOST and are an important part of facilitating a constructive organisational culture here at HOST.

The competencies provide a common language, across HOST, for discussing the Way We Work, not just what we do. It clarifies the behaviours and attributes required of all staff working at HOST. Core Competencies are a critical part of HOST's Organisational Culture and set the minimum expected standard of behaviour for everyone at HOST.

6. Workplace Health and Safety (WHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

WHS responsibilities are applicable to positions as outlined in the HOST WHS policy.

These include general staff responsibilities as well as additional responsibilities that apply for Managers, Supervisors, and other Personnel.

7. Acknowledgment and sign off

Staff are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives. This position description may change over time due to the nature of HOST activities and a flexible attitude to change is expected of all staff. Any such changes will be discussed with staff as soon as practicable.

As the incumbent of this position, I confirm that I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position. I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

AGREED BY	
Employee Signature	
Employee Name	
Date	/ /