

POSITION DESCRIPTION

Ngaa Taipitopito Tuuranga

Position Details

Position

Te Akura Administrator

Department

Heritage and Identity

Reports To

Te Akura Lead

Position Type

Permanent

Full time

Date

August 2026



Vision

Maaku anoo e hanga i tooku nei whare
Ko ngaa pou oo roto he maahoe, he Patatee
Ko te taahuhu, he Hiinau
Me whakatupu ki te hua o te rengarenga
Me whakapakari ki te hua o te kowariki

*I shall fashion my own house
The support posts shall be of maahoe, Patatee
The ridgepole of Hiinau
The inhabitants shall be raised on rengarenga
and nurtured on kowariki*

Mission

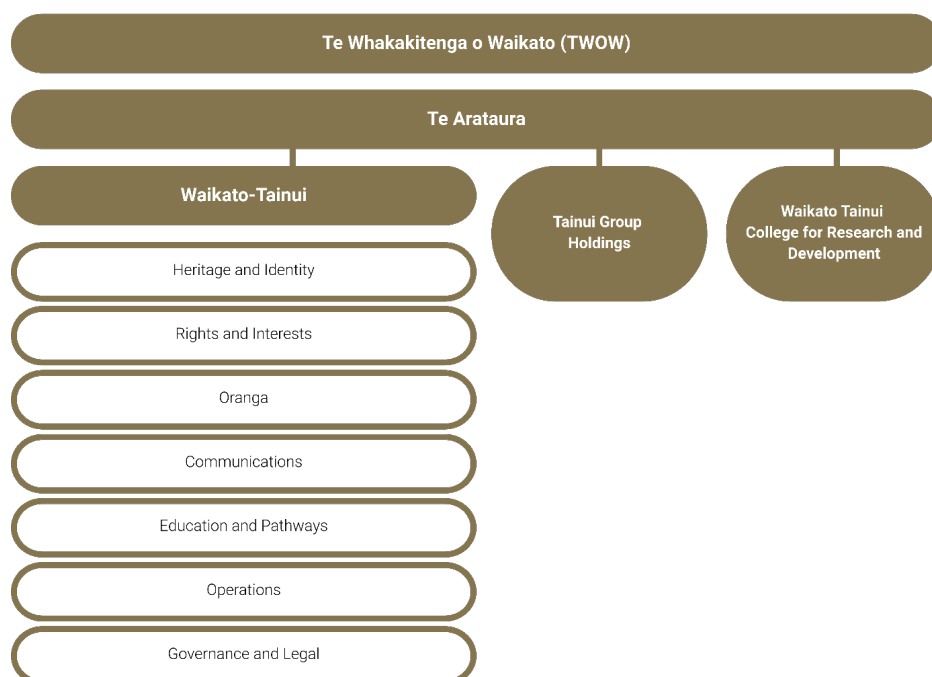
Kia tupu, kia hua, kia puaawai

To grow, prosper and sustain

Who are we?

Te Whakakitenga o Waikato Inc manages the collective assets of the iwi, advocates for statutory rights and interests of Waikato-Tainui and works to ensure settlement benefits continue to grow for future generations. Our purpose is to build a prosperous, healthy, vibrant, innovative, and culturally strong iwi that supports mana motuhake. We do this through initiatives that strengthen tribal outcomes in areas including commitment to the Kiingitanga, tikanga and te reo Maaori, education and training, employment, tribal preservation, marae development, health and wellbeing, and environmental and resource management. Strengthening the capability of our people and increasing the prosperity of our whaanau remain at the heart of our work.

Waikato-Tainui is made up of 68 Marae, 33 hapuu and more than 100,000 tribal members. Elected representatives from each of our 68 marae make up Te Whakakitenga o Waikato – the tribal parliament. Te Arataura is the executive committee of Te Whakakitenga, which oversees the tribe's day to day activities. Te Whakakitenga o Waikato is accountable to our tribal members.



Ngaa Maataapono o te Kiingitanga

The Principles of the Kiingitanga

Waikato-Tainui has a clear set of values which reflect and embrace tribal values. In action in a workplace setting, we expect our staff to embody them as follows:

MANAAKITANGA

Supports others through constructive, positive behaviours and productive and positive two-way communications so that we help each other to succeed and as a result enhance the achievements of the tribe

WHAKAPONO

Strong Kiingitanga affiliation by applying their knowledge/ skills positively, treating colleagues, clients and the public with courtesy, sensitivity and integrity to build trust

RANGIMAARIE

Comfortable with ourselves while also being open to feedback, guidance and support from others. Projects a calm, open-minded and reasoned manner when dealing with the demands put on us and the challenge this may create

MAHI TAHI

Demonstrates a willingness to work together and empower others to collaborate while being open to new ideas and perspectives. Helps to create a change resilient, outcomes focused, culture of excellence.

WHAKAITI

Respects the views of others, including the wider iwi through asking for, listening to and considering the views of those they interact with so that we learn from our past to better shape our future. Prioritises the kaupapa by not putting themselves or their opinions ahead of others.

AROHA

Develops strong ties and respect across Waikato by showing high levels of integrity and upholding the mana of our history. Puts others at ease, understanding their needs and communicating ideas in an effective manner to continually 'do the right thing'.

KOTAHITANGA

Recognises and respects our diversity and the strength this creates by demonstrating awareness and sensitivities of others. Is part of the solution by creating the right environment that helps us to act in unified fashion





Te Arotahi Maatua

Primary Focus of this Role

The Te Akura Administrator provides high-quality administrative, coordination, and stakeholder support to ensure the effective operation of the Te Akura Fund and associated capability-building initiatives. The role supports the Te Akura Lead, GM – Heritage & Identity, Chief Financial Officer and acts as the key coordination point for Waikato-Tainui tribal members, Marae, Pakihi, applicants, governors, and stakeholders throughout the investment and funding application process. The position is responsible for managing communications, scheduling, records management, reporting, data integrity, workshop administration, and supporting the delivery of Te Akura capability and investment development activities. The Te Akura Administrator contributes to a positive and seamless applicant experience, enabling Waikato-Tainui tribal members, Marae and Pakihi to successfully navigate the Te Akura pathway from initial enquiry through to application assessment and approval.

Ngaa Mahi Maatua

Key Accountabilities

Leading Self

Administrative Support:

- Act as the first point of contact for Te Akura enquiries from Waikato-Tainui tribal members, Marae, and Pakihi.
- Manage incoming enquiries and coordinate referrals to the appropriate advisor, specialist or stakeholder.
- Maintain and monitor application pipelines and stakeholder communications.
- Coordinate all stages of the Te Akura application process, including:
 - Pre-application engagement
 - Application submissions
 - Assessment coordination
 - Funding approvals
 - Post-approval communications
- Ensure all application documentation is complete and accurately recorded.
- Track application progress and follow up outstanding requirements.
- Maintain applicant records, databases and CRM systems.
- Prepare application summaries and status reports.
- Support processing of invoices and purchase orders.
- Assist with administration of approved funding arrangements.
- Maintain records relating to funding agreements.
- Monitor expenditure against budget allocations.
- Assist with preparing documentation required for due diligence processes.
- Coordinate document collection and filing requirements.

Workshop and Capability Programme Coordination:

- Coordinate capability-building workshops, training sessions and information hui.
- Manage venue bookings, catering, registrations and event logistics.
- Prepare workshop materials, presentations and participant resources.
- Coordinate invitations, attendance tracking and evaluation surveys.
- Support facilitators and presenters before, during and after events.
- Maintain records of participant engagement and outcomes.



Stakeholder Support:

- Build and maintain positive relationships with Waikato-Tainui tribal members, Marae representatives, Pakihi, governors and applicants.
- Provide professional, culturally appropriate and mana-enhancing customer service.
- Respond to stakeholder enquiries in a timely manner.
- Support applicants to understand documentation requirements and process expectations.
- Assist with coordinating meetings between applicants and internal advisors.
- Maintain regular communication throughout the application journey.

Governance and Committee Support:

- Coordinate Te Akura Advisory Committee meetings and workshops.
- Prepare meeting agendas, papers and supporting documentation.
- Record meeting minutes and action items.
- Monitor and report on completion of agreed actions.
- Support governance reporting requirements.

Reporting and Data Management:

- Maintain accurate applicant and investment records.
- Generate regular reports on:
 - Application volumes
 - Deal flow activity
 - Workshop attendance
 - Stakeholder engagement
 - Investment pipeline status
- Assist with monitoring programme performance indicators.
- Ensure data integrity across all systems and records..

Being part of the Team

- Help support the culture of an engaged team that is aligned to the company culture, where robust debate, diversity, cohesion, supportiveness, and working effectively together is fostered to enable each of the team to succeed.
- Remain focused on the requirements of your role, working with your manager to ensure you are meeting performance expectations while also taking an agile approach to your work by being prepared to evolve what you do to meet the changing needs of your customers (whether internal or external)
- Support other members of the team to complete the requirements of their jobs and goals.
- Appropriately communicate with other members of the team, whether in meetings, one-on-one meetings, emails, and regular interpersonal communication.
- Demonstrate recognition of the efforts of your team members and/ or concern for them where necessary
- Provide administrative support to the Heritage & Identity Executive Assistant and wider team.

Health & Safety

- Undertake all work in a safe manner and follow all company and workplace health and safety procedures
- Identify new hazards and advise manager or workplace H&S representative/coordinator within 24 hours of identification.
- Accurately report incidents and accidents to manager or workplace H&S representative/coordinator as soon as possible
- Ensure a sound understanding of, demonstrate commitment to and comply with all Waikato-Tainui policies relevant to your role

Taatai Puumanawa

Person Specification

Ngaa Puukenga me ngaa Wheako

Skills and Experience

- Essential
 - Minimum 3 years' experience in administration, programme coordination, project coordination or business support roles.
 - Strong organisational and administrative skills.
 - Experience coordinating meetings, events and workshops.
 - Experience managing multiple stakeholders and competing priorities.
 - Excellent written and verbal communication skills.
 - Strong attention to detail and accuracy.
 - Experience preparing reports and maintaining databases.
 - Proficiency in Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
 - Experience using CRM and document management systems.
- Desirable
 - Experience working with Marae, iwi organisations, Maaori businesses or community entities.
 - Knowledge of investment, funding or grant administration processes.
 - Experience supporting governance groups, boards or advisory committees.
 - Understanding of Maaori economic development and Waikato-Tainui aspirations.
 - Experience using Salesforce, D365, SharePoint or similar systems.

Ngaa Tohu Maatauranga

Qualifications

- Relevant qualification in Administration, Business, Project Coordination, Management Support or equivalent experience.

Aahuatanga

Attributes

- **Action Orientated** - Ensures completion of work and tasks, despite challenges, low interest and resistance from others. Perseveres to enable task completion
- **'Customer' focus** - Is active in ensuring the customer's (whether internal or external) stated needs are met and satisfied
- **Flexibility** - Is open to change and adapts easily to new work demands and working conditions
- **Interpersonal Savvy** - Initiates contact with others, builds rapport and understanding through communication skills, listening and showing respect
- **Problem Solving** - Identifies day-to-day as well as more complex workplace problems and finds appropriate solutions
- **Team Enhancement** - Takes an active role in the team, contributing ideas and encouraging others. Contributes towards team objectives
- **Waikato-Tainui Context** – In-depth knowledge of Te Whakakitenga o Waikato, Waikato-Tainui and our marae communities. A strong awareness of and affinity for the needs and aspirations of Waikato-Tainui whaanau

Te Rahinga o te Tuuranga

Role Dimensions

Financial Delegations . Nil

Direct Reports . Nil

Internal Relationships

- Leadership Team – Waikato-Tainui
- Leadership Team – Waikato-Tainui College
- Leadership Team – Tainui Group Holdings
- All staff of the Waikato-Tainui Group
- Chief Financial Officer – Waikato-Tainui
- Waikato-Tainui teams e.g. Tribal Connection, Finance, Whanake, Data Governance, Communications, and wider Waikato-Tainui teams
- Waikato-Tainui marae
- Advisory Committees e.g. Te Akura Advisory
- Te Arataura representatives
- Te Whakakitenga representatives

External Relationships

- Waikato-Tainui tribal members, Marae, Pakihi, and stakeholders in alignment with the Te Terenga Service Model.
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