

POSITION DESCRIPTION

Ngaa Taipitopito Tuuranga

Position Details

Position

Te Akura Lead

Department

Heritage and Identity

Reports To

GM Heritage and Identity

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

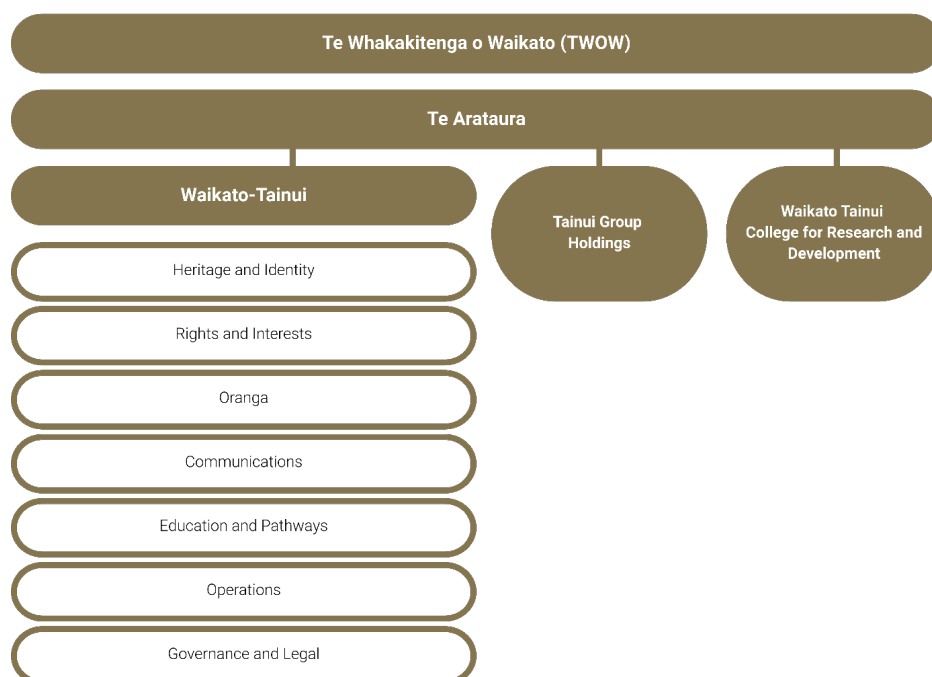
Kia tupu, kia hua, kia puaawai

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 Lead supports Waikato-Tainui tribal members, Marae and Paakihi to strengthen their capability to engage with the Te Akura Fund and progress high-quality, investment-ready applications. The role designs and delivers fit-for-purpose training and support aligned to the Te Rauiri assessment approach. It works closely with applicants, internal teams, and key stakeholders to identify capability gaps, connect people to the right support, and improve the overall experience of the Te Akura pathway. A key focus of the role is to increase successful Te Akura applications by building the confidence, capability, and readiness of Marae and Paakihi to develop strong business propositions that align with their strategic aspirations and contribute to Waikato-Tainui outcomes.

Ngaa Mahi Maatua

Key Accountabilities

Leading Self

Capability Development:

- Design a Te Rauiri Capability training programme
- Implement an engagement strategy with Marae
- Work closely with the Te Akura Administrator to coordinate trainings, attendance and evaluation
- Support the GM, Heritage & Identity(H&I) and Chief Financial Officer (CFO) in understanding deal flows and sectors identified as part of business propositions for Te Akura
- Assist with maintaining organised filing systems, records, and shared documentation within the tribal CRM system.

Investment Development & Advisory:

- Act as the primary relationship lead for Waikato-Tainui tribal members, Marae and Paakihi seeking investment opportunities.
- Identify and triage potential investment opportunities and assess strategic alignment with Te Akura objectives.
- Coordinate the investment application lifecycle, including pre-application, application, assessment and approval processes.
- Work alongside the CFO and relevant advisors to coordinate due diligence activities.
- Support the preparation and review of business cases, investment proposals and feasibility assessments.
- Assist applicants to develop realistic financial forecasts, budgets and cashflow plans.
- Facilitate workshops and planning sessions to strengthen business propositions.
- Provide balanced advice regarding commercial opportunities, risks and investment readiness.
- Develop and maintain sector intelligence relating to Iwi and Maaori business and investment trends.
- Monitor emerging opportunities within sectors including tourism, construction, property development, primary industries and other sectors relevant to Marae aspirations.
- Support Marae representatives to establish sound financial governance practices and investment decision-making frameworks.
- Design and maintain templates, tools and resources that improve application quality and investment readiness.



Stakeholder Support:

- Provide exceptional customer service to Waikato-Tainui tribal members, Marae, Pakihi, and stakeholders in alignment with the Te Terenga Service Model.
- Respond to enquiries in a timely, professional, and culturally appropriate manner.
- Ensure proactive follow-up and communication with participants, applicants, and stakeholders.
- Support positive and mana-enhancing engagement experiences across all interactions.
- Build and maintain effective working relationships internally and externally.

Skill Gap Analysis & Continuous Improvement:

- Support the ongoing review and improvement of Te Akura and Te Rauiri.
- Identify opportunities to improve workflow efficiency and deal flow experience.
- Assess existing organisational and stakeholder competencies, identify gaps and forecast future capability needs.
- Contribute to a culture of continuous improvement and collaboration
- Assess both commercial viability and social impact of proposed investments.
- Support applicants to demonstrate cultural, economic, environmental and intergenerational outcomes.
- Assist Waikato-Tainui tribal members, Marae and Pakihi to balance financial returns with broader whaanau and community aspirations.
- Conduct market research and sector analysis to identify trends, risks and opportunities.
- Analyse investment activity across Maaori entities and iwi organisations to identify best practice and emerging opportunities.
- Develop sector reports and investment insights to inform Marae decision making.
- Provide recommendations based on economic, industry and community trends.

Leading the Team

- Create and support 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 employee and the department to succeed.
- Provide oversight and direction to the team around the objectives of Waikato and how the team's focus aligns to this, empowering employees to take responsibility for their jobs and goals.
- Maintain transparent communication - appropriately communicate relevant information through team meetings, one-on-one meetings, emails, and regular interpersonal communication.
- Work with Human Resources to recruit, interview, select, and employ an appropriate number of employees.
- Ensure team members have individual performance plans, monitoring performance and conducting both regular appraisals while providing real time performance feedback where necessary
- Coach and develop staff, ranging from new employee on-boarding, through to succession for roles across the business
- Work with each team member to agree their development plan and ensure the necessary support is in place for them to meet
- Demonstrate recognition of the efforts of the team and/ or concern for others where necessary
- Effectively manage the workflow of the team to ensure productivity and goal expectations are met, while allowing for development, vacations and absenteeism.

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
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Taatai Puumanawa

Person Specification

Ngaa Puukenga me ngaa Wheako

Skills and Experience

- At least 10 years' experience in business and learning and development experience specifically in areas of investment, business management and deal flow management and fund application writing towards complex investment proposals
 - Demonstrated experience in investment, business development, commercial advisory or economic development roles.
 - Experience supporting business start-ups, scale-ups or community enterprise development.
 - Experience assessing investment proposals and business cases.
 - Experience in capability building, training design, facilitation, or learning and development.
 - Experience supporting funding, investment, business, or grant application processes.
 - Strong understanding of business planning, investment readiness, and proposal development and social investment impact
 - Ability to analyse the market conditions to support strategic decision-making
 - Ability to assess capability gaps and tailor support accordingly.
 - Strong stakeholder engagement experience, particularly with Marae, Paakihi, whaanau, or community-led entities.
 - Experience developing financial models, budgets and cashflow forecasts.
 - Experience facilitating governance-level discussions and investment decision making.
 - Knowledge of Maaori economic development and investment ecosystems.
 - Experience working with Marae trusts, incorporations, charitable entities or Maaori businesses.
 - Experience using systems such as Salesforce, SharePoint, D365, JIRA, or similar platforms.
 - Understanding of Waikato-Tainui context, tikanga, marae structures, and iwi aspirations.
 - Experience and connection in dealing with Marae executives, start-up small business and private and public sector funding
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Ngaa Tohu Maatauranga

Qualifications

- A general bachelors degree in Commerce, Finance, Business, Economics, Accounting, Maaori Development or a related discipline, or a graduate diploma (level 7), or equivalent level of knowledge
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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 · One

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.
