

Learning Specialist Assistant Kaupapa Māori

Position Description

Directorate:	Audience & Insight	
Reports to:	Head of Learning	
Delegated Authority:	Financial	Not applicable
	Human Resources	Not applicable

Tuia te tangata, tuia ngā kōrero, tuia ngā taonga Connecting people, taonga and stories

Te Papa's mission is to understand the past, enrich the present and meet the challenges of the future. Te Papa is more than just the national museum that houses New Zealand's treasures. It is a meeting place, a place for lifelong learning, and a place that inspires a sense of wonder and connection.

Biculturalism is a founding philosophy and practice of Te Papa designed to explore the contribution of Māori language and culture to the life, culture and activities of the museum in small and large ways. Te Papa fosters and nurtures cross-cultural capability, the ability of people of different cultural backgrounds to interact with one another in positive and uplifting ways.

Te Papa's three values Whanaungatanga (Teamwork), Manaakitanga (Respect) and Auahatanga (Creativity) are at the centre of how Te Papa works. Working actively in the cultural sector and in partnership with iwi Te Papa connects people taonga and stories.

Te Papa is an amazing organisation to work for with bold aspirations for the future.

Ka pēhea tō whai wāhi atu The Directorate

The Audience & Insight Directorate leads the design and delivery of exceptional experiences for our visitors. It takes an integrated approach to how Te Papa connects people, taonga and stories in order to achieve a sense of wonder, belonging and purpose. This is achieved through applying a mix of differentiating capabilities. Functions including audience analysis and insight, programme management and evaluation, marketing and communications, content and experience design, education and public programmes are brought together in a way that helps our people creating and operating visitor facing activities to maximise the value, reach and impact of their offering. It also provides Te Papa with the museological edge needed to deliver an outstanding audience experience.

Ko te āhua e whai hua ai te tūranga Position purpose

Reporting to the Head of Learning, the Learning Specialist Assistant Kaupapa Māori is part of the wider Learning Team. This position is responsible for assisting the facilitation of impactful and innovative learning experiences with teachers, students and wider communities by activating Te Papa's collections, exhibitions and rich repository of cultural and scientific resources. The Learning Specialist Assistant Kaupapa Māori contributes to learning programmes across multiple disciplines and modes with a focus on supporting Māori learners in both English and Māori settings, and programmes designed to maximise the use of Te Papa's innovative learning lab Hīnātore.

Ka kawea e koe te aha Key accountabilities

The Learning Specialist Assistant Kaupapa Māori supports the development, delivery and promotion of learning programmes, resources and products as part of the Learning Team. They will:

- Contribute to defining audiences, learning objectives and performance targets
- Co-design and co-facilitate programmes, resources and products that embrace digital technologies and Hangarau Matihiko curriculum content, and identify opportunities to promote learning
- Maximise the reach of learning experiences using a variety of technologies, media, engagement strategies and communication channels.
- Support Te Papa's Learning approach and encourage experimental approaches to enabling learners to generate new knowledge and personal meaning.
- Demonstrate contemporary teaching practice to meet diverse audiences' needs and learning objectives across content areas.
- Contribute to the development of programmes that embrace Te Papa's mana taonga philosophy and promote the use of Te Reo Māori.
- Contribute to co-development opportunities with other education professionals and/or publishing or training providers to produce learning resources to achieve agreed learning outcomes.
- Support the creation of digital learning content in a variety of media (web, text, audio, video) and ensure appropriate technologies are used to strengthen and extend learning products and experiences.
- Explore research and test innovative learning applications of emerging technologies.
- Assist with the production of marketing collateral, in consultation with the Marketing team, and help build an active community that provides direct referrals and endorsement.
- Support the team with implementation of operational procedures relating to programme delivery

Ka kawea e koe te aha ki ētahi atu Key relationships

Internal

- Head of Learning
- Principal Advisor Learning
- Learning Specialists
- Learning Coordinator
- Curatorial, Digital, AV, Writing, Marketing, Sponsorship and Exhibition teams
- Events Managers

External

- Kaiako, Tumuaki, Teachers, principals
- Education sector agencies
- Iwi
- Other members of the education sector
- Education personal across the Culture and Heritage sector

Ka kawea mai e koe te aha ki Te Papa

Knowledge, experience & qualifications

- Fluent Te Reo Māori speaker, confident in tikanga Māori, with ability to deliver programmes in Te Reo.
- Knowledge of what it means to work within kura Māori or Kura a Iwi – at any level of the education system.
- Understanding of delivering to Te Marautanga o Aotearoa and understanding of what it means to work within kura Māori or Kura a Iwi within the education system.
- An understanding of the New Zealand Curriculum.
- Knowledge in Mātauranga Māori with the ability to assist in at least one other discipline or delivery area (Nga Toi, Pūtaiao, Tikanga a Iwi, Pasifika culture, special needs education or Hangarau Matihiko).
- Appreciation of learning theory, and audience needs and behaviours in a museum and/or other cultural tourism environment.
- Excellent communication (written and oral) and presentation/facilitation skills.
- Sound digital skills (Microsoft Office, use of social channels and mobile devices).
- Ability to work collaboratively and effectively with others.
- Demonstrates creativity and energy with the ability to maintain composure and good humour under pressure.
- Strong organisational and problem-solving skills with an understanding of Project Management principles.
- A passion for museums and galleries.

Ō mātau whāinga Our expectations

The following Behavioural Competencies are expected from staff across Te Papa.

Navigating for the future	Engaging others	<ul style="list-style-type: none"> Adapt your approach/style to build trust and meet the needs of others Work in partnership with our external stakeholders to achieve our strategic priorities Respect others
Stewardship	Enhancing organisational performance	<ul style="list-style-type: none"> Help biculturalism flourish Make improvements
Identifying and developing our people	Developing talent	<ul style="list-style-type: none"> Lifelong learner
Making it happen	Achieving ambitious goals	<ul style="list-style-type: none"> Achieve high quality results Support and contribute to an environment of excellence
Leadership character	Curious	<ul style="list-style-type: none"> Adjust quickly to new situations, changing circumstances and requirements Open to information and opinions that differ from your own Have a positive attitude Persevere in the face of resistance, obstacles and setbacks Actively listen, show sensitivity and empathy
	Honest and courageous	<ul style="list-style-type: none"> Open with other team members about concerns Demonstrate courage where necessary to achieve results Behave with integrity Maintain confidentiality of information Take accountability for your own actions Quickly and constructively address inappropriate behaviour
	Resilient	<ul style="list-style-type: none"> Regularly communicate with your manager to ensure a sustainable and reasonable workload You are aware of own response to stress and communicate any issues to your manager or another suitable person Take responsibility for own physical and mental well being Have the confidence to ask for help when necessary
	Self-aware and agile	<ul style="list-style-type: none"> Understand your own strengths, capabilities and opportunities for development Know your learning style and behavioural patterns and how to work best with others Have a credible, self-assured and confident manner Open to receiving help from others Resolve conflict and differences on opinion in a positive manner

Ka kawea e koe te aha Accountabilities

Focus Area	Accountabilities
Biculturalism	Biculturalism relates to every role and position within Te Papa, either directly and indirectly and in small and large ways. The position is responsible for taking part in opportunities to explore the contribution of biculturalism that are meaningful to job holder.
Programme Development and Delivery	<p>The Learning Assistant Specialist Kaupapa Māori supports the Learning team with coordination and the development, delivery and promotion of programmes that support the learning intent of schools, kura, early childhood centres and kohanga reo, and are related to Te Papa's exhibitions and collections areas. This includes providing assistance with:</p> <ul style="list-style-type: none"> • Delivery of innovative, participatory programmes that deeply engage and positively impact diverse audiences in lifelong learning and which ideally endure beyond a single visit or encounter • Development of programmes in partnership with Learning Specialists, and external partners and stakeholders, and actively engage communities and build audiences. • Activate Te Papa's collections and content by making rich connections to the <i>New Zealand Curriculum/Te Marautanga o Aotearoa /Te Whāriki</i> and inspiring innovation, creativity and personalised learning. • Work collaboratively with the Learning team to maximise programme reach and facilitate access to Te Papa's digital assets using a variety of media, engagement strategies and communication channels • Execution of programmes that embrace Te Papa's mana taonga philosophy and identify opportunities to promote the use of te reo Māori • Some flexibility to deliver programmes outside business hours and in the weekend will be required
Planning and Review	<p>The Learning Specialist Assistant Kaupapa Māori will:</p> <ul style="list-style-type: none"> • Adhere to Learning's established systems and processes and provide feedback and review of these systems and processes as required. • Monitor objectives and performance targets within areas of responsibility. • Monitor implementation and evaluation of programmes to report on up-take, effectiveness and impact in collaboration with others.
Team contribution	<p>The position is a member of the Learning Team which is responsible for taking a whole of organisation approach to the achievement of Te Papa's strategic direction. The position will:</p> <ul style="list-style-type: none"> • Work collaboratively with other members of the team, to develop and implement the strategic direction of Te Papa and specific directorate operational plans. • Provide information on the operating environment, resources and capabilities to inform strategy development and decision-making. • Present solutions that deliver greater impact as measured by Te Papa's Performance Framework. • Collaborate with other colleagues to progress organisation-wide initiatives, cross-functional projects and organisation development activities. • Transfer knowledge and skills, share information with and/or train Team members and other Te Papa staff as needed. • Work collaboratively with other members of the Team to:

	<ul style="list-style-type: none"> ○ contribute and implement the strategic direction of Te Papa and directorate operational plans. ○ ensure plans and programmes meet the needs of identified stakeholders. ○ ensure an integrated approach to Team programmes and projects. ○ coordinate resources and participate in cross-disciplinary teams as and when required. ○ provide input into development and improvement of procedures, systems, processes, and ways of working. ○ provide back-up assistance to other team members as required.
Stakeholder Relationships	<p>Proactively establish and maintain networks and relationships with key internal and external stakeholders to support delivery of team outputs:</p> <ul style="list-style-type: none"> • Identify and develop relationships with key stakeholders. • Build internal networks and coalitions that will achieve cross-organisation outcomes and an integrated response to external stakeholders, resources, workloads, delivery and forecasting. • Represent and positively promote Te Papa, its vision and objectives, to build stakeholder engagement and support. This is done on a proactive basis. • Strong communications skills including influence, presentation skills to engage a wide range of people. • Maintain professional and responsive relationships, ensuring that positions are clear, that commitments are met, and problems and issues are resolved effectively.
Resource Management	<p>The position contributes to team efficiency.</p> <ul style="list-style-type: none"> • Establish and monitor your work programme. • Regularly review your current capabilities and build or source required skills. • Consider the team's financial resources and budget when bringing solutions. • Look for opportunities to make improvements to work-place practices that improve Te Papa's business sustainability. • Active participant in the people performance process. • Take part in cross functional and organisational priorities as appropriate.
Risk Management	<p>Manage risks associated with the development and delivery of work related to the position. The position will ensure that any delivery risk is monitored and managed on a day to day basis.</p> <ul style="list-style-type: none"> • Identify potential risks and mitigation strategies. • Monitor compliance with solutions and escalate risks or issues to when appropriate. • Act in accordance with Te Papa's Health and Safety Policy and the Health and Safety at Work Act. Take ownership and responsibility for your own personal health and safety.