

ĀTI AWA TOA HAUORA PARTNERSHIP BOARD

POSITION DESCRIPTION FOR KAIRURUKU HAUORA

Title:	Kairuruku Hauora, Whānau Voice
Nature of employment:	Fixed-term (20 months)
Size of the role:	Full-time 1 FTE
Report to:	Pou Rangahau

Our organisation's background and purpose

Āti Awa Toa Hauora Partnership Board (ĀATHPB | the Poari) is one of 16 Iwi Māori Partnership Boards (IMPBs) set up across Aotearoa. The Poari is a charitable trust, funded by Te Whatu Ora | Health New Zealand, that works closely with our iwi and Māori communities across the wider Wellington region (Porirua, Kāpiti, Te Awa Kairangi, Pōneke) to advocate for a stronger oranga system that better represents the needs and aspirations of whānau Māori in our rohe.

Our understanding of health and wellbeing is holistic as expressed in our moemoea: Oranga Whenua, Oranga Wai, Oranga Whānau – a place to stand, a place to connect, a place to belong. The ĀATHPB operates as a pātaka kōrero or knowledge hub. We engage with local whānau Māori on their oranga needs and aspirations, we monitor the performance of government systems in improving the oranga of whānau Māori in our rohe and we use those insights to provide strategic advice and advocacy to influence system change.

Poari mandate

The ĀATHPB is mandated by two iwi and three rūnanga (Ātiawa ki Whakarongotai, Te Āti Awa ki te Upoko o te Ika a Māui, and Ngāti Toa Rangatira).

Under the new Healthy Futures (Pae Ora) Amendment Act 2026, our core legislative functions are to engage with local Māori communities about their health needs, aspirations and health outcomes, and to communicate the results and insights from that engagement to the Hauora Māori Advisory Committee - a Ministerial Committee that provides advice to the Minister of Health and the Board of Te Whatu Ora | Health New Zealand on improving hauora Māori.

We carry out our legislative functions by:

- Establishing and maintaining relationships with our iwi and rūnanga, with Māori organisations, the community more broadly; and with health sector providers and stakeholders.
- Collecting, analysing and amplifying the oranga needs and aspirations of whānau Māori in our four whaitua: Pōneke, Porirua, Kāpiti and Te Awa Kairangi).

- Assessing the state of oranga across our four whaitua: Pōneke, Porirua, Kāpiti and Te Awa Kairangi.
- Sharing insights with whānau, iwi and hapori as well as health and other agencies to inform better decisions and priorities for investment and innovation.
- Monitoring and reporting on government system performance and transformation to meet the oranga needs and aspirations of our communities over time.
- Reporting back regularly to whānau, iwi and hapori on our progress.

Our Values

- Tika - we contribute to health and wellbeing that is culturally grounded, authentic, and relevant.
- Pono - we support health and wellbeing that enhances mana, stands with integrity, and is fair to all whānau in our rohe.
- Aroha - we operate with kindness, aroha, compassion, and care.
- Kaitiakitanga - we operate in a way that protects and advances the health and wellbeing of our taiao for the generations to come.
- Wairuatanga - we endorse the spiritual dimensions of holistic health and wellbeing expressed through the synergy of tikanga, kawa, and mātauranga Māori.

Role purpose and description

The **Kairuruku Hauora, Whānau Voice** is a newly established role to support the activities of the ĀATHPB within the whānau voice work programme, with flexibility to work across the Secretariat as required.

The Kairuruku Hauora will help shape and implement kaupapa Māori research projects and be key in organising and facilitating community facing engagement opportunities and interactions with whānau. This will include local primary care services, hauora Māori providers, and associated wellbeing services (i.e. Rongoā Māori services).

Key responsibilities

Key Responsibilities	Performance Expectations
Lead rongoā Māori project	• Provide project management and co-ordination of project milestones and tasks using Asana and other communication platforms. • Relationship management and engagement with key stakeholders. • Data collection and management. • Draft presentations, reports and key insights.

Provide support to Pou Rangahau, the Whānau Voice work programme and the secretariat	• Provide daily support to the Pou Rangahau – Reo Whānau and the whānau voice work programme. • Undertake administration activities related to the whānau voice work programme. • Organise data collection and collation, data cleaning, and data management tasks. • Co-ordinate research hui with whānau Māori. • Show competency in te reo Māori and Te Tiriti o Waitangi. • Support the up-keep of project-related documentation. • Work alongside other members of the Secretariat to support other key work activities as other priorities arise. • Work independently, as well as part of a collaborative team.
Team co-ordination	• Organise stakeholder meetings, including agenda preparation and minute taking. • Assist with event management and catering. • Undertake ad-hoc tasks where required in support of secretariat. • Demonstrate a willingness to support and work together to get the job done, including working at pace to meet project deadlines.
Communication skills	• Demonstrate excellent writing and oral communication skills, e.g. minute taking, whānau engagement notes. • Exhibit excellent computer skills - using Microsoft, Excel, Asana and other applications as needed. • Build collaborative and positive relationships across the team, the wider health sector, government, and other external stakeholders • Attend relevant research project meetings, including face-to-face and virtual. • Assist in the development and production of infographics, A3 posters, reports, and other communication materials using digital tools such as Microsoft Excel, Adobe InDesign, Canva, and Microsoft Power BI Desktop. • Support the development and sharing of engaging digital content across social media platforms, including Instagram, Facebook, and LinkedIn, to communicate key messages, initiatives, and stories with whānau and wider communities.

Key relationships

The Kairuruku Hauora will develop and maintain excellent working relationships with:

- AATHPB Secretariat staff.
- Māori Research Groups – universities, medical and clinical associations, other IMPBs.
- Relevant iwi and rūnanga staff and units.
- External stakeholders, including whānau and community, under the guidance of the Pou Rangahau.

Person specification

Selection criteria

Essential

- Understanding of kaupapa Māori research methodologies and frameworks.
- Understanding of, and commitment to, Te Tiriti o Waitangi.
- A relevant tertiary qualification, or equivalent professional experience.
- Demonstrated ability to work in a team and manage collaborative relationships.
- Aptitude for accurate work and attention to detail; excellent planning and organisational skills with proven ability to multi-task.
- Excellent work ethic, enthusiasm, sound judgement, discretion and ability to work under pressure.
- Full New Zealand drivers licence required.

Desirable

- Competency in te reo Māori me ōna tikanga.
- Previous health care and/or health research experience.
- Experience working with Māori communities or health providers.
- Experience using digital content creation, data visualisation, and reporting tools such as Microsoft Excel, Adobe InDesign, Canva, and Microsoft Power BI Desktop.
- Experience with content creation and digital communications.