

**POSITION DESCRIPTION:**

**Kaiwhakamahere Matau Maori, Ratonga ā-Ao, Whakawhiti Iwi Taketake  
Senior Adviser, International Indigenous Exchange**

Job Band	5
Team:	International Team
Reports to:	Manager, International Services & Initiatives
Status:	Permanent
Number of Direct Reports:	None
Status:	Full-time; Permanent
Location:	Flexible

*He Toi Whakairo, He Mana Tangata - Where there is artistic expression, there is human dignity  
Mahia te mahi hei painga mō te iwi - Do the work for the benefit of the people - Te Puea Hērangi*

**CREATIVE NEW ZEALAND’S PURPOSE**

Creative New Zealand is the national arts development agency of Aotearoa.

Our strategic direction is focused on delivering long-term value to New Zealanders through our support for the arts.

**Our vision:** *Dynamic and resilient New Zealand arts, valued in Aotearoa and internationally, supported by the companion vision from our Te Hā o ngā Toi Māori Arts Strategy Ngā toi Māori is visible everywhere, highly valued as part of our unique identity, which is admired globally*

**Our purpose** is to *encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders.*

**OUR VALUES**

Our eight values describe the actions and behaviours the arts sector, our partners and the public can expect from us as we work with them. They guide our conduct and decision making:

- **Mana Toi** — we champion the role of the arts and the contribution artists make to our lives
- **Mana Māori** — we recognise and support the role of Māori as tangata whenua in the arts.
- **Mana Pasifika** — we recognise the arts of the Pasifika peoples of New Zealand
- **Tauīwi** — we recognise New Zealand’s distinctive cultural and social diversity and work to ensure arts opportunities for all
- **Mahitahi** — we work together with others so we can achieve more, including exploring the big picture and sharing what we learn
- **Manaakitanga** — we are welcoming and responsive to all
- **Te Taumata** — we set high standards for our work.
- **Tauutuutu** — we are open, frank and respectful in our relationships.

**WHAT WE DO**

Creative New Zealand’s support for the development of the New Zealand arts sector is provided primarily through our funding programmes. We fund across a variety of artforms: craft/object,

dance, inter-arts, literature, multi-disciplinary, music, ngā toi Māori (Māori arts), Pacific arts, theatre and visual arts.

In carrying out our work we recognise:

- in the arts, the role of Māori as tangata whenua
- the arts of the Pacific Island peoples of New Zealand
- the cultural diversity of the people of New Zealand

We also recognise and uphold the principles of participation, access, excellence and innovation, professionalism and advocacy in our work.

## **TEAM PURPOSE**

The International Services and Initiatives team connects high quality artists, arts practitioners and arts organisations with global markets, audiences and communities.

The team works in collaboration to develop and deliver internationally focused arts programmes, initiatives and cultural exchange projects that contribute to Aotearoa's mana and reputation by presenting our distinctive arts and artists globally.

The International Programme contributes to the delivery of Creative New Zealand's three key strategies: the [Investment Strategy Te Ara Whakamua 2018-2023](#); [Te Hā o ngā Toi Māori Arts Strategy 2019-2024](#); and [Pacific Arts Strategy 2018 - 2023](#)

## **JOB PURPOSE**

The Senior Adviser, International Indigenous Exchange is responsible for building and maintaining positive working relationships with ngā toi Māori artists, arts practitioners and arts organisations, the wider Aotearoa arts sector and international partners to develop and deliver a portfolio of internationally focused ngā toi Māori and indigenous cultural exchange programmes that contribute to our vision of ngā toi Māori being visible everywhere, highly valued as part of our unique identity, which is admired globally.

The Senior Adviser will lead ngā toi Māori and indigenous initiatives and contribute to the development of projects and programmes of work where Māori and indigenous artists and participants are involved.

The role will work collaboratively to develop strong working relationships with key partners including the indigenous leads of international Arts Councils and organisations focusing on indigenous art and cultural exchange. The Senior Adviser will also be responsible for providing international audience and market development advice to key internal and external stakeholders and be of service to ngā toi Māori artists, practitioners and organisations across the range of artforms, to build their international profile, capability and capacity.

Specific initiatives and market research focus areas will be agreed with the Manager, International during the annual work plan setting process.

All roles in Creative New Zealand must demonstrate a commitment to Te Kaupapa o Toi Aotearoa, an organisational culture development initiative that aims to lift Māori cultural capability across the organisation. Like other mandated Māori roles in the organisation, this role can participate in Toi Huarewa, an advisory group of Māori staff that provides Māori leadership and support across Creative New Zealand.

## ACCOUNTABILITIES:

KEY RESULT AREAS	CRITICAL TASKS
<b>Programme delivery</b>	<p>Lead, develop, deliver, monitor and evaluate a portfolio of <b>internationally focused ngā toi Māori and indigenous cultural exchange projects, initiatives and programmes.</b></p> <p>Contribute to the delivery of other complementary programmes where needed.</p> <p>Ensure systems are kept up to date and provide timely project delivery and any required reporting to the Manager, International Services.</p>
<b>Relationship management</b>	<p>Build strong working relationships with sector stakeholders, specifically but not limited to, ngā toi Māori artists, arts practitioners, arts organisations and international indigenous colleagues and arts, culture and creativity organisations in a way that raises the mana of all parties.</p> <p>Ensure that ngā toi Māori artists and practitioners working internationally understand and have access to the breadth of support/resources available from CNZ.</p> <p>Keep up to date with developments in the arts sector and impacts on funding decisions.</p> <p>Work with Arts Practice Directors, in particular the Arts Practice Director Māori, and on an as needs basis with Toi Huarewa; use networks and knowledge to connect clients to other artists, arts organisations, or other bodies.</p> <p>Ensure that systems are in place to share information on key customers across CNZ.</p>
<b>Māori Responsiveness and Cultural Leadership</b>	<p>Working with the International Team and Manager, Te Kaupapa o Toi Aotearoa and Māori Strategy and Partnerships lead the development of Kawa protocols for international engagement (values and ways of behaviour expected from New Zealand artists and delegations travelling overseas and when we welcome manuhiri to Aotearoa)</p> <p>Working alongside colleagues within the International Team, Arts Development and Creative New Zealand, actively support implementation of Māori responsiveness in all our work.</p> <p>Understand and promote Creative New Zealand's <a href="#">Māori Arts Strategy Te Hā o ngā Toi 2019 - 2024</a></p> <p>Understand and support the implementation of Te Kaupapa o Aotearoa values.</p> <p>Participate as an active member of Toi Huarewa, in monthly hui and annual Toi Huarewa wananga, to implement an annual workplan.</p>
<b>High quality Advice</b>	<p>Provide timely, well researched and accurate international development insights, intelligence and advice to the International team, Arts Funding, Policy and Performance colleagues, Management and Council.</p> <p>Provide constructive and objective advice that helps artists, practitioners and organisations build their International capacity and capability and develop their service offerings.</p> <p>Reflect tikanga and te reo Māori in advice</p>
<b>National and International networks</b>	<p>Identify, develop and maintain networks, platforms, key influencers and organisations in rohe within Aotearoa and internationally especially with other indigenous and First Nation leads, networks and platforms.</p>
<b>Projects and Initiatives</b>	<p>Lead and/or participate in the scoping and planning stages of special international projects and initiatives as agreed.</p> <p>Ensure projects are managed to time, budget and that the agreed outputs are achieved.</p> <p>Appoint and manage specialist contractors and team members, if required.</p>

	<p>Prepare written progress reports for Senior Management and the Arts Council.</p> <p>Prepare the evaluation reports for the Arts Council and key partners/funders. Ensure that representatives of the Arts Funding and Communications team are fully involved in relevant projects.</p>
<b>Programme Development and Delivery</b>	<p>Support and implement the development, delivery, monitoring and evaluation of the International Programmes and initiatives.</p> <p>Contribute to the development, review and continuous improvement of the delivery of these programmes.</p>
<b>Customer Service</b>	<p>Maintain a strong customer services ethic.</p> <p>Ensure that:</p> <ul style="list-style-type: none"> <li>relevant, accurate and timely information about Creative New Zealand (CNZ) is provided to artists and arts providers and to other stakeholders.</li> <li>applicants and clients are kept up to date on funding priorities, procedures and timing.</li> </ul>
<b>Contribution to CNZ</b>	<p>Encourage cooperation with other teams across CNZ and identify opportunities for collaboration on strategic initiatives.</p> <p>Act as a role model to all CNZ staff and lead by example, displaying positive, collaborative ways of working.</p> <p>Create an environment of open communication where managers and staff are encouraged to exchange ideas and opinions.</p>
<b>Team work</b>	<p>Contribute to the development of a high-performing Arts Development Services group and strong team spirit within this Team.</p> <p>Maintain positive relationships across the investment service team and the wider Creative New Zealand whānau to enable us to work collaboratively and achieve the best results.</p> <p>Fulfil assigned components of the team's business plan.</p> <p>Participate and promote team relationships to help encourage staff to achieve the highest possible performance standards.</p> <p>Support and advise the manager to ensure the team functions at maximum effectiveness.</p> <p>Participate positively and actively in team activities, meetings, planning activities and general team development.</p> <p>Contribute to cross team projects as required.</p> <p>Encourage and demonstrate knowledge sharing within the team and across Creative New Zealand. Be open to feedback from colleagues.</p>
<b>Pacific Responsiveness</b>	<p>Contribute to the development of CNZ's responsiveness to Pasifika. Actively ensure implementation of Pasifika responsiveness into programmes and work undertaken as appropriate. Develop understanding and skills to work effectively with Pasifika. Assist clients to improve their responsiveness to Pasifika.</p>

### Key Relationships

Manager, International Services & Initiatives	Members of the International team
Senior Manager – Arts Development	Senior Manager – Māori Strategy & Partnerships
Manager, Te Kaupapa o Toi Aotearoa	Manager - Māori Strategy & Partnerships

Pouarahi Toi, Tikanga Māori and Arts Practice Director Māori	Festival of Pacific Arts - Project Manager
Toi Huarewa – an advisory group of Māori staff	Key stakeholders and partners
Artists, practitioners, collectives and organisations, including recurrently funded arts organisations	

## **EDUCATION, SKILLS, KNOWLEDGE, EXPERIENCE**

### **Essential:**

- Understands the principles and practice of the Treaty of Waitangi and the implications for the work of Creative New Zealand
- Cultural competency in te ao Māori including an understanding and confident use of te reo and tikanga Māori.
- Knowledge of Māori arts and cultural sector, ngā toi Māori arts practices and networks
- Proven experience in relationship/partnership management as well as project management roles in the arts/cultural sector, preferably involving high profile and/or international projects.
- Ability to form and maintain strategic relationships based on trust, authenticity, and integrity, including a commitment to the principle of kanohi kitea.
- Expertise in project planning, monitoring reporting and evaluation.
- Willingness and ability to travel internationally.
- Highly self-organised and able to manage sophisticated processes through to completion, with an unrelenting focus on efficiency, consistency, and continuous improvement.
- Proven and genuine commitment to delivering outstanding customer service and willingness to work collaboratively.
- Excellent verbal and written communication skills.
- Positivity, empathy, curiosity, drive, discretion, integrity and enthusiasm.

### **Desired:**

- Understanding of government policies and processes – particularly accountabilities associated with public funding.
- Strong systems capability, including experience using a grants management system, and intermediate to advanced MS Office skills.
- Formal qualifications in a relevant discipline (e.g. arts management, project management).

## **What capabilities will I need to thrive at Creative New Zealand?**

At Creative New Zealand we bring the following capabilities to our roles to encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders and the communities we serve.

### **POUTAMA – Learning and growth in our cultural capability, competence and confidence is woven through all our capabilities.**



- We understand, support and can articulate the importance of the Māori Crown relationship, particularly in relation to Creative NZ goals and activities
- We understand racial equity and institutional racism, identifying and developing techniques to make individual and organisational improvement in these areas
- We understand New Zealand/Aotearoa history, particularly the impact of colonisation and its affect today
- We are familiar with Te Tiriti o Waitangi/the Treaty of Waitangi and what it means for Māori, Taiwi and the Crown
- We practice day to day tikanga Māori, including in meetings situations. We are comfortable performing karakia, reciting pepeha and singing waiata.
- We have a beginners use of te reo Māori, including pronouncing te reo Māori words correctly, using greetings and understanding familiar vocabulary
- We know when and what type of engagement with Māori is appropriate to our work
- We acknowledge and understand various worldviews, particularly the key differences between Māori and non-Māori and how they impact on our work

### **PĀTIKITI – Provision of services to our communities so that they may achieve their potential.**



- We understand the value of the arts and culture in Aotearoa
- We understand the CNZ purpose and contribution to the public good
- We understand our own work and that of our team, and how it aligns to CNZ goals
- We understand CNZ's role and obligations as an Autonomous Crown Entity distributing money impartially, accountably and responsively on behalf of the government
- We actively seek to understand the needs of the communities we serve and those we work alongside
- We provide advice, support and advocacy to help the communities we serve and those we work alongside to achieve their potential
- We provide advice, support and advocacy in a timely, professional, helpful and courteous way
- We adapt and respond flexibly in the way we provide advice, support and advocacy when circumstances change
- We are active listeners, and respond with empathy and respect
- We use a variety of communication styles depending on the situation and who we are working with

### **KAOKAO – Protection and planning so we work together to create a safe environment where we all may thrive.**



- We can work in a space of uncertainty and ambiguity
- We are open to new ideas and ways of working
- We work together to achieve something greater than the sum of our parts
- We understand and participate in our CNZ kawa and tikanga
- We treat others respectfully and in a way that is empathetic and generous
- We reflect on our actions and behaviours, and the impact that we have on other people
- We recognise and take the time to understand the individual backgrounds, experiences and perspectives that people bring to CNZ
- We encourage conversation and actively seek diverse viewpoints
- We look for opportunities to learn and grow, applying what we have learned and sharing with others
- We acknowledge that sometimes things don't work out as expected, and we learn and move on from these experiences

**ARONU – The pursuit of knowledge achieved through planning and managing our work so that we achieve our outcomes.**



- We identify the work that we need to deliver and why it is important
- We plan and prioritise our work, and manage our time to achieve our outcomes
- We do what we say we will do, when we say we'll do it
- We recognise and accept when the way we do things or what we deliver needs to change
- We consider all aspects of a problem or opportunity before we land on a decision
- We design solutions to meet both customer and CNZ needs
- We seek feedback on our mahi and consider how it can help us improve what we delivery in the future
- We understand and use the available technologies to do our job effectively and efficiently