

Position	Te Tiriti Partnerships Lead
Reports to	Chief Executive
Direct reports	N/A
Location	Te Whanganui-a-tara Wellington
Employment type	Permanent, 0.8FTE

Purpose of the Role

As a member of the Senior Leadership Team, this role provides strategic leadership for InsideOUT Kōaro's Te Tiriti o Waitangi commitments, ensuring cultural insights, risks and opportunities inform strategy, decisions and continuous improvement in transparent, accountable ways. This role leads InsideOUT Kōaro's tikanga, reo and cultural advisory systems at a coordination and accountability level. It triages requests, supports safe referral to appropriate advisory pathways, and strengthens the organisation's shared capacity to uphold Te Tiriti. The role is not expected to be the sole source of cultural advice, pastoral care, takatāpui expertise or Māori leadership. Cultural authority and accountability sit collectively across appropriate knowledge holders, Māori-led structures, external advisors, the Senior Leadership Team, the Board and the wider organisation.

Key Responsibilities

Cultural Systems

- Lead the development of the organisation's Te Tiriti Action Plan with the Senior Leadership Team, embedding Te Tiriti o Waitangi across organisational strategy and decision making to help InsideOUT Kōaro build consistent, sustainable and culturally grounded systems.
- Strengthen Te Tiriti literacy and accountability at governance and leadership levels by identifying emerging cultural, Te Tiriti or systemic risks and opportunities, and ensuring these insights inform Board reporting, strategic planning and review cycles.
- Lead the implementation, maintenance and continued development of the Te Reo me ōna Tikanga Process Plan (InsideOUT's framework for accessing cultural guidance and support in a safe and structured way).
- Triage te reo me ōna tikanga and takatāpui-related requests from staff, determine the appropriate pathway for each request, and monitor request patterns across the organisation to ensure cultural workloads and responsibilities remain sustainable and equitably distributed.

- Support staff to understand and follow the Tikanga Advisory Process, providing clarity on access points, boundaries and expectations
- Maintain records of advisory requests, decisions and themes, ensuring confidentiality, integrity and appropriate storage of these requests
- Ensure tikanga and mātauranga are engaged with ethically and with appropriate permissions

Cultural Guidance and Organisation Support

- Provide cultural guidance to leadership and staff where appropriate, within scope, and in ways that support safe referral to the right advisory pathway when needed.
- Support teams to integrate Te Ao Māori and kaupapa Māori principles into their operational practices
- Work with the Senior Leadership Team to strengthen takatāpui visibility and Māori cultural safety across all InsideOUT Kōaro environments
- Uphold the cultural integrity of processes, hui and organisational activities
- Support systems and shared practices that prevent individual Māori staff from carrying undue cultural load.
- Develop and maintain tools, guidance and escalation pathways that help staff access cultural support appropriately

Relationship Management

- Build and maintain internal relationships across all teams to support culturally grounded ways of working
- Support leadership and the Board to understand their Te Tiriti responsibilities through kōrero, context and accessible information
- Build and maintain authentic, reciprocal relationships with Māori organisations, communities, iwi, hapū and takatāpui networks where these relationships align with InsideOUT Kōaro's strategic objectives, Te Tiriti commitments and available capacity.
- Maintain respectful and appropriate connections with external Māori organisations, kaupapa groups and advisors to support agreed organisational priorities and safe advisory pathways.
- Support the functioning of the Tikanga Advisory Rōpū and Pou Whirinaki Network by coordinating agreed processes, maintaining clear communication, and ensuring advice is sought and used appropriately.

Leadership and Governance Support

- Provide strategic advice to the Senior Leadership Team on organisational risks, opportunities, priorities and decisions relating to Te Tiriti o Waitangi, Te Ao Māori and cultural safety.

- Attend Board and sub-committee meetings when requested by the Chief Executive to provide context on cultural integrity, tikanga considerations and Te Tiriti alignment.
- Provide accessible explanations of cultural principles to support decision making
- Strengthen organisational capability and leadership practice in Te Ao Māori and Te Tiriti o Waitangi, supporting meaningful partnership with Māori and embedding Tiriti-grounded decision-making across the organisation.

Reporting

- Provide regular updates to the Chief Executive on themes, risks and opportunities arising from advisory processes, while protecting confidentiality and ensuring sensitive information is shared only where appropriate.
- Contribute to regular organisational reporting to funders and partners
- Where requested, provide cultural reflections for leadership or the Board
- Ensure systemic issues identified through requests are escalated through appropriate leadership pathways in ways that protect confidentiality, uphold mana and support timely organisational learning.
- Provide an annual summary of advisory trends and cultural development opportunities

General Expectations

- Model tikanga-aligned practice and uphold organisational values
 - Follow all InsideOUT Kōaro policies and agreed ways of working
 - Attend meetings, hui, wānanga and relevant professional development as required
 - Support wider organisational mahi within clearly defined scope and capacity
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Knowledge, Skills and Experience

- Strong grounding in tikanga, reo Māori and kaupapa Māori, with confidence applying this knowledge within organisational settings and working appropriately with other knowledge holders.
- Deep understanding of Te Tiriti o Waitangi as a relational and constitutional framework, with experience supporting organisations to translate Te Tiriti commitments into practice, accountability and decision making.
- Experience supporting organisations through cultural transformation or Te Tiriti based change
- Sound judgement in assessing cultural, tikanga and reo requests, including when to provide guidance directly, when to seek advice, and when to refer matters through agreed pathways.
- Experience facilitating safe and culturally grounded processes for Māori advisory structures
- Experience working respectfully with Māori advisory, governance or community accountability structures, including an understanding of how to support collective decision making and maintain appropriate boundaries.
- Confidence engaging in difficult or sensitive conversations while maintaining safety
- Strong relationship skills with the ability to engage across teams in ways that uphold wairua, mana and connection
- Experience working in roles that centre cultural safety, community development, kaupapa Māori or Māori wellbeing
- Ability to communicate Te Ao Māori concepts clearly and in accessible ways
- Skilled at maintaining boundaries and balancing workloads
- Strong organisational skills including coordinating workflows, documenting processes and supporting reporting cycles
- Ability to support leadership and Board discussions related to Te Tiriti, tikanga and cultural development
- Demonstrated ability to work calmly and respectfully in complex relational environments
- Experience working in mental health and wellbeing, education, and/or organisational development.

This job description reflects the general duties of the position and should not be interpreted as a comprehensive inventory of all tasks, responsibilities, and Qualifications required. Duties and responsibilities may be added or modified as needed to meet the organisation's evolving needs.