



Position Description

Job title: Kaitohutohu Whakapā – Communications Advisor

Reporting to: Kaihautū – Chief Executive

Effective from: June 2023 – December 2023 (Fixed-Term)

Ko wai mātou – About Te Māngai Pāho

Te Māngai Pāho is a crown entity whose primary purpose is to fund content and activities to promote te reo Māori and Māori culture so that te reo Māori and tikanga Māori are spoken, heard, seen and valued throughout Aotearoa. Our core role is to distribute funding for content creation and distribution for all Māori media audiences. We strive to be transparent and equitable in our work and maintain systems and processes which are robust yet responsive.

Ngā Whanonga Pono – Our values:

Te Hiranga – Excellence

Te Tauutuutu – Reciprocity

Ngā Tikanga – Our Motivation

Mahi Tahi – Collaboration

Arotahinga Matua – Primary focus of the role

The Communications Advisor will work with the Kaihautū – Chief Executive, internal teams and external stakeholders to grow and guide the brand of Te Māngai Pāho with the aim of maximising the contribution and effectiveness of Te Māngai Pāho investments to the revitalisation of te reo Māori.

Key Competencies

Provide effective communications both internally and externally

- Establish and maintain good relationships and communications systems between Te Māngai Pāho and its stakeholders.
- Support the Kaihautū – Chief Executive by providing input to key correspondence and assist with planning stakeholder interactions where required.
- Assist staff with communications needs.
- Assist with media enquiries and media releases.
- Provide monthly reporting to the Board on communications activities.
- Manage conflict well.
- Coordinate with internal teams to assess the needs of the sector and communicate these needs in an engaging and informative manner.



Promote Te Māngai Pāho funding investments and provide communications support to stakeholders

- Create strategies and opportunities with funding partners to promote funded content and initiatives.
- Assist in the development and delivery of communication material, including digital newsletters.

Grow and maintain the brand of Te Māngai Pāho and the content it funds

- Ensure that marketing and branding strategies are developed and that these are available for producers.
- Contribute to corporate documents such as the Annual Report, SPE, SOI etc.
- Work alongside the Te Māngai Pāho Data Scientist to develop and publish robust data analysis for the sector and to help monitor the impacts of our investments on the revitalisation of te reo Māori.

Manage and develop the Te Māngai Pāho social media channels and website

- Create engaging content for Te Māngai Pāho social media channels.
- Assist in maintenance of Te Māngai Pāho's website.
- Seek opportunities, stories and other content relevant to our funded initiatives or to te reo Māori language revitalisation.

Meeting high expectations for planning and delivering work

- Delivers work on time.
- Plans activities and projects well in advance and takes account of possible changing circumstances.
- Develops job knowledge and expertise through continual professional development.

Teamwork

- Ensure that tikanga guides all that Te Māngai Pāho does.
- Adapts to the team and builds team spirit.
- Listens, consults others and communicates proactively.
- Supports others in their roles and recognises the skills that you bring to assist them achieve excellence.



Knowledge, skills and experience

Knowledge	<ul style="list-style-type: none">- An understanding of the need for transparency and integrity in public funding and reporting measures.- Sound knowledge in communications and marketing.
Skills	<ul style="list-style-type: none">- Confidence in te ao Māori. A level of fluency in te reo Māori preferred.- Excellent written communications and attention to detail- The ability to forge effective working relationships.- A self-starter with a can-do attitude and an enthusiasm for getting the job done.
Experience	<ul style="list-style-type: none">- A relevant tertiary qualification.- Some experience working within communications and marketing particularly within the public sector.