



**Job Title:** Kaiāwhina i Te Reo (0.8 FTE)  
**Department:** Media and Communications  
**Reports to:** Manager, Media and Communications

**Organisational expectations:**

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the organisation and the welfare of the Clients we serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Employees will carry out their duties in a professional manner while observing all codes, policies, legal requirements and procedures of Te Puna Ora o Mataatua.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

The Kaiāwhina i Te Reo is responsible for:

- Providing translations of organisational wide material into Māori and English
- Co-designing a campaign focusing on tāngata mate wareware and their whānau consistent with contractual KPIs
- Creating multimedia content that focuses on mate wareware (dementia) and assisting the Media and Communications team with other content creation
- Participating in delegated activities and programs within the Media and Communications team and the wider Te Puna Ora o Mataatua organisation
- Participating in organisational response to community events, including severe weather events.
- Carrying out additional ad-hoc tasks within reason as requested by the Manager, Media and Communications.

**Competencies, abilities and attributes:**

- Competency in te reo Māori me ōna Tikanga Māori.
- Effective storytelling
- Ability to produce high quality video and photo content.
- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Proficiency in design and publishing software (Adobe Illustrator, Photoshop, Lightroom and premiere pro)
- Relevant experience in multimedia platforms.
- Attention to detail, confidentiality, and professionalism.
- Ability to work under pressure and ensure deadlines are met.
- Minimum of two years' proven experience in a relevant communications role
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders, whanau, hapu and hāpori of Te Puna Ora o Mātaatua.
- Commitment to the Vision and Values of Te Puna Ora o Mataatua.