



Our Vision: People who experience mental illness and addictions living well.

Our Mission: To contribute positively to the recovery of people who experience mental illness and addictions through the provision of quality community services, social housing and by supporting mental health sector development.

Job Description

Title: Kaiārahi Māori Strategic Manager

Location: 334 Lincoln Road, Addington

Reports to: Chief Executive Officer

Main Purpose of Position:

Alongside the Chief Executive, Executive Leadership Team, Comcare employees and the people and communities we serve, guide Comcare through a process of evolving a partnership approach with Māori and mana whenua.

Reporting to the Chief Executive and as a member of the Executive Leadership Team (ELT), the purpose of the Kaiārahi Māori Strategic Manager is to achieve the objectives set out in the strategy for Comcare and to ensure the organisation has the capability and capacity to uphold Te Tiriti o Waitangi and focus on Māori health equity, in fulfilling all of our functions.

Functional Relationships:






Internal	External
CEO	Local Iwi and Hapū
Executive Leadership Team and Senior Management Team	Health New Zealand Te Whatu Ora, Government Ministry and NGO partner cultural advisor or equivalent
Team Leaders	Kaupapa Māori organisations
Comcare Staff and Volunteers	Other Māori leaders in health/housing sector organisations
Consumers	
Comcare Working / Advisory Groups	

Authorities: As per Delegations Policy



Functions	Key Responsibilities
Strategic and Annual Planning	<ul style="list-style-type: none"> • As a member of ELT assist in the development and leadership of Comcare: <ul style="list-style-type: none"> ○ Deliver strategic and annual planning with the support of the Director Performance Risk and Assurance and the CE and oversee implementation. ○ Instigate, monitor and manage policy and process development for Comcare to enhance the integrity and performance of the organisation. ○ Assist in the drafting of the annual report including key people and operational information. ○ Ensure Comcare functions combine to achieve the financial commitments contained in their business plans and the annual budget. ○ Promote excellent management and “good employer” practices and policies. ○ Foster and embed a culture of continuous improvement across Comcare. ○ In conjunction with the CE, identify and develop a plan to engage with and influence sector partners and influencers to enhance the role and reputation of Comcare.
Build Cultural Competence and Confidence	<ul style="list-style-type: none"> • Partner with the Chief Executive and Executive Leadership Team to provide leadership and advice, and to inform planning and activities, to reflect Comcare’s commitment to being grounded in Te Tiriti o Waitangi. • Develop and grow Te Roopu Maanaki capability, providing support and guidance. • Provide critical analysis and advice throughout the ongoing development of the organisation’s Māori Responsiveness strategy focused on achieving Māori health equity and is transformative for Māori. • Mentor, support and assist other members of the Leadership Team and the wider organisation, in all aspects of engagement with and responsiveness to Māori.
Service Delivery	<ul style="list-style-type: none"> • Drive and promote service delivery that focuses on achieving Māori health equity. • Lead development and planning initiatives that ensure internal and external services are culturally inclusive. • Develop and build advisory and advocacy initiatives for clients.
Policy and Programmes	<ul style="list-style-type: none"> • Develop suitable policies and processes to support the cultural personal/professional development of all staff.

	<ul style="list-style-type: none"> • Provide guidance and resources for staff when working with clients and whanau. • Source/ Develop programmes to support cultural development and competency.
Develop Meaningful Relationships with Stakeholders	<ul style="list-style-type: none"> • Provide leadership and strategic direction on the development and implementation of an engagement plan to progress partnerships and relationships with Māori. • Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whānau, Comcare Staff and other key Māori stakeholders such as Māori leaders in government agencies and mental health and addiction services, particularly kaupapa Māori services. • Build collaborative and positive relationships across the wider mental health and wellbeing sector, in order to have an effective impact for Māori mental health and wellbeing.
Honouring te Tiriti o Waitangi	<ul style="list-style-type: none"> • Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whanau. • Work in partnership with clients and whānau to provide culturally responsive and appropriate support to improve outcomes and reduce inequities.
Leadership	<ul style="list-style-type: none"> • Inspire achievement and professional development through role modelling the values, communicating the vision, and engaging people with the kaupapa, Uara and strategy of the organisation.
Development	<ul style="list-style-type: none"> • Actively participate in professional development to meet identified learning needs that promote and support excellent performance in the position. • Over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate more quickly and efficiently in the job they hold. This will free up time that could be used to develop and enhance their skills, knowledge and abilities. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities.
Health and Safety	<ul style="list-style-type: none"> • Proactively support and follow our Health and Safety programmes, Policies and Procedures. • Ensure services are delivered in line with Comcare's Health and Safety Policies and Procedures. • Ensure the Wellbeing of Comcare's clients, tenants and staff are at the forefront of any decision taken.

	<ul style="list-style-type: none"> • Assess and mitigate and manage risk, including no cultural harm. • Ensure accidents and incidents in the workplace are reported in a timely manner.
<p>Uphold and Role Model Comcare's Uara</p>	 <p>We Statement 'We offer a safe space to enable tāngata whaiora to find their own empowerment and support them to be leaders of their own journey.'</p>
	 <p>We Statement "We take a person-centred approach and nurture a sense of belonging through shared experiences and strengthening ties between whānau and communities.'</p>
	 <p>We Statement "We ensure that our mahi reflects a mana enhancing approach to strengthen hope for tāngata whaiora, with aroha, respect, integrity and trust.'</p>
	 <p>We Statement 'We support the mana of each other through respect, collaboration and communication.'</p>
	 <p>We Statement 'We protect and preserve taonga for whānau and generations to follow.'</p>



This Job Description is intended to describe the duties/responsibilities that the staff member will be expected to undertake in this position. It should not be considered as a complete and exhaustive list of all responsibilities, duties, or skills required of the position holder. From time to time, the position holder may be required to perform duties outside of their normal responsibilities as needed. This job description will be reviewed regularly in order for it to continue to reflect the changing needs of Comcare.

Person Specification

- Take pride in their mana and a willingness to lend this to Comcare in order to enhance our cause.
- Highly developed knowledge and experience of Te Tiriti o Waitangi and Crown obligations for Māori development and wellbeing.
- Competency with Te Reo Māori and tikanga Māori.
- Experience in leading cultural change, modelling and encouraging new ways of working, and reinforcing desired behavioural change.
- Demonstrated track record of establishing credibility, personal impact and building excellent working relationships with a wide range of relevant internal and external stakeholders.
- Strong networks and extensive experience engaging with iwi, hapū and Māori organisations.
- A first-hand experience or strong interest in supporting those who have lived and are affected by mental illness, distress and/or addiction would be highly valuable.
- Extensive experience of the New Zealand health and disability sector, particularly the mental health and addiction sector, is highly desirable.
- Evidence of having developed Māori cultural competence and influenced strategic direction and implementation in organisations.
- Strong experience in influencing people, leading work programmes and change management.
- Strong communication skills, able to educate and facilitate.
- Significant experience of applying Te Tiriti o Waitangi and developing partnership approaches.

Date: October 2024

Signed by	Date	
Employee:		
Employer:		