
JOB TITLE	Research assistant (Te Wero)
DATE	1 November 2022
REPORTS TO	Project coordinator
FTE	0.5 FTE

POSITION DESCRIPTION

Position purpose	<p>To support the successful performance of Te Atawhai o Te Ao by providing professional research assistant services, by supporting the Project Coordinator and the Researcher.</p> <p>The items below are not exhaustive, and the role may change to meet the overall objectives of Te Atawhai o Te Ao.</p>
Research Projects (0.4 FTE)	<p>Core objectives include:</p> <p>Participate in the implementation of research projects and ensure compliance with Tikanga Rangahau, administrative processes and overall research objectives.</p> <ul style="list-style-type: none"> • Conduct Kaupapa Māori research as directed, and in accordance with Tikanga Rangahau guidelines and protocols across research projects • Collecting data, interviewing and gathering literature • Contribute to research dissemination work, and other appropriate research outputs under the direction of the Project coordinator • Work in and engage with relevant Māori communities in a respectful manner • Support the dissemination of research findings. • Attend project and other related hui, and prepare and present project reports
Professional Development (0.1 FTE)	<p>Core objectives include:</p> <p>Engage in a professional development programme that meets personal and organisational needs.</p> <p>Participate in the organisation's performance development process.</p> <ul style="list-style-type: none"> • To be determined between Researcher and the Director. <p>The above list is not exhaustive, and the role may change to meet the overall objectives of Te Atawhai o Te Ao.</p>
Other Duties and Health and Safety in Employment	<p>Additional duties include:</p> <ul style="list-style-type: none"> • Carry out other duties as negotiated with the Director or Project coordinator of Te Atawhai o Te Ao • Comply with all safe work procedures, policies and instructions within the location of work • Report all incidents, hazards and injuries to Business Manager in a timely manner
Required qualities	<ul style="list-style-type: none"> • Ability to support meaningful research programmes and projects • Ability to communicate (face-to-face, written, electronically) at a number of levels so that the information given is understandable and easily translated into workable solutions for the listener • Knowledge of te reo Māori and tikanga Māori and being able to use these to improve research processes and uptake • Networking, relationship building and maintenance skills • Professional approach and work ethic

- Ability to work under pressure
 - Organisational and time management skills
 - Excellent attention to detail
- Desired competencies**
- Analytical thinking
 - Initiative
 - Awareness of local and central government policies and how these relate to better outcomes for whānau, hapū and iwi
 - Tenacity
 - Strategic thinking
 - Positive approach to change

PERSON SPECIFICATION

- Qualifications**
- Formal qualifications are not required (but preferred) and training can be given to successful candidate
- Experience**
- Working with and for Māori communities
 - Being part of and contributing to research and research teams (desired)
 - Communicating and disseminating research findings (desired, not necessary for this role)
 - Have made mistakes and recognised this and used effective processes to address these
 - Use of the Microsoft Office suite and research software
- Knowledge**
- Mātauranga Māori
 - Kaupapa Māori research methodologies
 - Te reo Māori
 - Understanding of tikanga and kawa
- Skills & competencies**
- **Whānau service focused:** committed to providing exceptional whānau focused outcomes across all channels – written, phone, internet, and face to face
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally
 - **Teamwork:** willingness to assist and support others as required and get on with team members
 - **Time management/organisation:** accomplish objectives effectively within timeframe given and carry out administrative duties in an efficient and timely manner
- Personal attributes**
- Leadership (desired)
 - Professional approach (essential)
 - Confident manner (essential)
 - Positive approach to change (essential)
 - Team approach (essential)
 - Comfortable to move between te ao Māori and te ao Pākehā (desirable)
- Other**
- Current first-aid certificate (desirable)
 - Advanced working knowledge of Microsoft Word, Excel and PowerPoint (desirable)
 - Driver's licence (essential)
 - Clean full driver's licence (desirable)

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date