

Your Position

Your job	Kaiārahi Tikanga – Cultural Guide
Your group	Community and Partnerships
Your team	Māori Strategy
Your manager	Pou Matua Rautaki Māori Jade Williams
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Community & Partnerships team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Māori Strategy team's purpose

Māori Strategy team's purpose is to:

- Lead transformative partnerships with Ngāti Toa Rangatira and Māori whānau and hapū to build community wealth and foster cultural resurgence
- Develop and deliver a three-year action plan aligned with Maungaroa 2050
- Provide high-level strategic advice on kaupapa Māori, Te reo me ona tikanga, social investment and economic development to support the city's growth and taiao sustainability goals
- Drive initiatives that embed te reo Māori, tikanga Māori, and Māori arts into urban environments and public spaces, fostering cultural vibrancy and identity
- Provide high level strategic advice on kaupapa Māori to the General Manager Community and Partnerships, as well wider Council teams.
- Work with individuals, groups and government departments to support and deliver projects in line with support of Council's Māori strategy and work programme.
- Support and promote democratic engagement and processes with Māori communities.
- Bring to life the vision for Porirua City as a great place to work, live and play.

Your purpose

The **Kaiārahi Tikanga** role is to:

- Support the Council's implementation of Maungaroa 2050.
- Foster enduring relationships with mana whenua, iwi authorities, hapū and taura here communities.
- Lead and support cultural protocols and ceremonies, including karakia, pōwhiri, whaikorero/karanga, inductions, and other events.
- Provide the Council with guidance and support on te reo Māori me onā tikanga.
- Promote and encourage Te Reo Māori in the communities and workplace.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Ngāti Toa Rangatira and Te Rūnanga o Toa Rangatira• Te Kupenga marae - (Takapūwahia, Hongoeka, Maraeroa and Horouta marae)• Local Māori mātāwaka / taurahere groups• Māori organizations and social enterprise providers• Government agencies• Members of the public and community organisations

	<ul style="list-style-type: none"> • Other local authorities
Internal people and groups	<ul style="list-style-type: none"> • Staff at all levels of the organisation. • Project Managers that partner with Ngāti Toa Rangatira. • Mayor, Councillors, Council and Council committees.

Your responsibilities

What you'll do	How you'll do it
Te reo me ōnā tikanga Māori - Cultural advice and guidance to Council	<ul style="list-style-type: none"> • Provide expert advice on cultural matters, including tikanga and reo Māori to senior leaders and Council staff. • Leading or supporting cultural initiatives, including pōwhiri, inductions, and other community events. • Represent Council and provide whaikōrero at formal council and community events. • Provide guidance and support for Council staff to increase the confident daily use of te reo Māori at Porirua City Council. • Provide te reo Māori translation and support services for internal Council Kaupapa. • Contribute to the Council Māori and Pacific network group. • Lead the Council rōpū waiata. • Co-ordinate opportunities to champion and build internal capability around kaupapa Māori, te Tiriti o Waitangi analysis, te reo Māori and Māori cultural practices.
Stakeholder and community engagement	<ul style="list-style-type: none"> • Fostering and maintaining strong relationships with iwi, hapū, and mātāwaka community groups. • Prepare pānui, updates and communications for Te Kupenga marae and other iwi/Māori networks and stakeholders. • Provide advice, expertise, and support for council engagement with Iwi and Māori communities in Porirua.
Operational support and responsibilities	<ul style="list-style-type: none"> • Support the team with the delivery of the Maungaroa 2050 action plan. • Manage and triage requests for support and advice. • Input and manage aspects of the teams' reporting requirements. • Co-ordinate input and facilitate Māori engagement in Council projects, policy and strategy development. • Support the team with the delivery of council events. • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event. • Willingly undertake any duty required within the context of the position. • Adhere to our Code of Conduct.

Your skills, experience, and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • High fluency with te reo me ōnā tikanga Māori. • Well-developed knowledge and experience of tikanga and abilities to provide karakia, mihi, whaikōrero duties for Council. • Confident and proficient public speaker both in te Reo Māori and English. • Experience and skills in providing te reo me ōnā tikanga advice and support to others. • Understanding and commitment to Te Tiriti o Waitangi • Highly organised, punctual and reliable. • Ability to work independently and take initiative within the scope of assigned projects and areas of responsibility. • Skills in building strong effective partnerships and relationships within and across teams and organisations. • Excellent interpersonal and communications skills. • Excellent computer skills and familiarity with Microsoft 360 tools. • Highest standards of conduct and probity. • Understanding and commitment to health and safety in the workplace. • Understanding and commitment to diverse workplaces.
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • Musical abilities and confidence with waiata and/or kapa haka. • A great attitude to learn project management and other skills.

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Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.