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| **Position** | Mātauranga Iwi Leaders Group (MILG) Technician; Policy Analyst |
| **Reports to** | MILG Lead Technician – Maxine Graham |
| **Location** | Remote TBC |
| ***Purpose*** |
| The MILG Technician; Policy Analyst will develop and analyse education policy solutions that advance Mātauranga Māori and iwi aspirations. This role combines indigenous knowledge systems with policy expertise to ensure education policies reflect and support iwi perspectives and priorities. |
| ***Key Performance Areas*** | ***Performance Expectations:*** |
| Policy Development & Analysis | -Analyse education policies through a Mātauranga Māori lens to identify impacts on iwi and opportunities for enhancement- Develop policy proposals that integrate Te Ao Māori perspectives with education system requirements- Evaluate existing education policies and programs for cultural responsiveness and effectiveness- Prepare high-quality policy papers and briefings for MILG, National Iwi Chairs Forum, and government agencies |
| Research & Evidence | - Lead research that combines indigenous knowledge systems with contemporary policy frameworks- Analyze data and evidence relating to Māori education outcomes and aspirations- Monitor developments in education policy that may impact iwi and Māori learners- Document and analyse successful indigenous education models and practices |
| Stakeholder Engagement | - Build and maintain relationships with iwi, hapū, MILG members, and education agencies- Facilitate hui and wānanga to gather iwi perspectives on education policy- Present policy recommendations to various audiences including iwi leaders and government officials- Work collaboratively with other NICF Pou to ensure aligned policy approaches |
| Project Management | - Coordinate policy projects with consideration of tikanga and cultural protocols- Manage timelines and resources for policy initiatives- Ensure quality outputs that meet both technical and cultural requirements- Track and report on policy project progress |
| **General** | * Act and work in a manner compliant with current health and safety at work legislation and the organisation’s procedures, frameworks, and guidelines.
* Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe work environment, including raising workplace

health and safety concerns for self, visitors, and other staff. |
| **Professional & Personal Development** | * Undertake identified personal training/development with prior management

approval. |
| **Key Relationships** |
| *Primary*Key Relationships:Primary:- MILG Lead Technician- MILG members- Ngāti Rārua Iwi Trust Staff | Other:- MILG Chair- National Iwi Chairs Forum- Government education agencies- Other Pou in NICF- Iwi education leads |

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| ***Competencies*** |

Required Competencies:

Cultural Competency
- Strong knowledge of te reo Māori and tikanga
- Deep understanding of Te Ao Māori and Mātauranga Māori
- Experience working with iwi and Māori organizations
- Ability to navigate both Te Ao Māori and government policy environments
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Technical Skills
- Excellence in policy analysis and development
- Strong research and analytical capabilities
- Project management expertise
- Proficiency in data analysis and reporting

Communication
- Outstanding written and oral communication skills in both English and te reo Māori
- Ability to translate complex policy concepts for different audiences
- Experience in preparing papers for governance bodies
- Strong presentation and facilitation skills

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| **Qualifications, Skills, and Experience** |
| Qualifications & Experience:- Relevant qualification in public policy, education, Māori development, or related field- Understanding of the education sector and Māori education priorities- Experience in policy development and stakeholder engagement- Knowledge of Treaty of Waitangi principles and implications for education- Experience working with iwi organisations and Māori communities. |

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| **Success Measures:** |
| - Quality of policy analysis and recommendations- Effectiveness of stakeholder engagement and consultation- Integration of Te Ao Māori perspectives in policy work- Contribution to MILG's strategic objectives- Strengthened relationships with key stakeholdersThis role requires understanding of and commitment to tikanga Māori, and flexibility to attend hui and wānanga as needed.. |

##### Non-Limitation Clause

*This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work.*