## MILG Technician; Projects

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| **Position** | Mātauranga Iwi Leaders Group (MILG) Technician |
| **Reports to** | MILG Lead Technician – Maxine Graham |
| **Location** | Remote TBC |
| ***Purpose*** |
| The MILG Technician will provide project coordination and take responsibility for developing strategic advice as required. The MILG Technician will also produce high quality analysis, research, and advice to contribute to the outcomes of MILG. |
| ***Key Performance Areas*** | ***Performance Expectations:*** |
| **Project Coordination**  | * Coordinate, initiate, plan and manage to completion, projects to meet deadlines with minimum assistance, including the system identification and management of strategic risks and quality assurance issues
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| **Research** | * Produce high quality policy analysis, research, and advice to contribute to the relationship goals set out in the work plan
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| **Strategic Analysis** | * Provide and contribute to the provision of sound advice through comprehensive policy analysis. This analysis should be used to identify issues, appropriate consultation, quality data analysis, and development of comprehensive options and practical solutions.
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| **Stakeholder Relationships** | * Develop and manage relationships with the relevant stakeholders - Mātauranga Iwi Leadership Group, National Iwi Chairs Forum and Government education agencies.
* Assist with organising meetings with NICF members to understand the aspirations and priorities of individual iwi and hapū
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| **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*Mātauranga Iwi Leaders Group Lead Technician | *Other*MILG Chair MILG membersNgāti Rārua Iwi Trust StaffNational Iwi Chairs ForumGovernment Agencies Other Pou in NICF |

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| ***Competencies*** |
| *Adhering to Principles and Values* | *Upholds ethics and values, demonstrates integrity, promotes, and defends equal opportunities, builds diverse teams, encourages organisational and individual responsibility towards the community and the environment* |
| *Relating and Networking* | *Establishes good relationships, builds wide and effective networks of contacts inside and outside the organisation, relates well to people at all levels, manages conflict, uses humour appropriately to enhance relationships with others* |
| *Writing and Reporting* | *Writes clearly, succinctly, and correctly in a structured and logical way which meets the needs and understanding of the intended audience, writes convincingly in an engaging and expressive manner, avoids the unnecessary use of jargon or complicated language* |
| *Planning and Organising* | *Sets clearly defined objectives, manages time effectively, plans activities and projects well in advance and takes account of possible changing circumstances and resources needed to complete tasks, monitors performance against**deadlines and milestones* |

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| **Qualifications, Skills, and Experience** |
| * Knowledge of Iwi/Māori; governance, development, Treaty settlement related issues.
* Knowledge of te reo and tikanga necessary to discharge the function of the role.
* Highly competent in project management
* Developed conceptual and analytical skills to develop well-structured and well-thought-out analysis and critically assess arguments and proposals.
* Excellent written and oral communication skills, including the ability to clearly explain and debate complex issues with a variety of audiences.
* Excellent relationship management skills, with the ability to interact at both the senior management and operational levels of an organisation.
* Ability to work effectively and efficiently under pressure and to tight timeframes.
* Experience of working in an ambiguous environment.
* Experience with leveraging opportunities for iwi or collective groups
* Demonstrated ability to manage stakeholder and associated relationships.
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##### 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.*