



# Pou Taiao

## Our vision

All taura Māori at Te Whare Wānanga o Waitaha are supported to achieve and succeed

## Our values

|                |              |             |
|----------------|--------------|-------------|
| Whanaungatanga | Manaakitanga | Ukaipōtanga |
|----------------|--------------|-------------|

To learn more about Te Akatoki, visit [www.teakatoki.co.nz](http://www.teakatoki.co.nz)

## Position Details

|                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <b>Group</b>          | Te Akatoki Executive  | <b>Reports to</b>     | Te Akatoki Executive on behalf of the members of Te Akatoki |
| <b>Direct reports</b> | None                  | <b>Location</b>       | Ōtautahi/Christchurch                                       |
| <b>Contract type</b>  | Fixed term, part time | <b>Hours per week</b> | 10  |
| <b>Term</b>           | One year              | <b>Remuneration</b>   | Honorarium, per Te Akatoki Remuneration Policy              |

## Key Relationships

| Internal  | External   |
|---|--|
| <ul style="list-style-type: none"><li>Te Akatoki Executive</li><li>Te Akatoki Academic Representatives</li><li>Members of Te Akatoki</li><li>Kaihāpai (UCSA Employee)</li></ul> | <ul style="list-style-type: none"><li>UCSA Executive and Staff</li><li>Kā Waimaero</li><li>UC Māori leaders and staff</li><li>UC Staff and Taura</li></ul> |

As an elected member of the Te Akatoki executive, your role is to lead and represent taura Māori, and work with your Executive colleagues to set the strategic direction for Te Akatoki, ensure the organisation's effective performance, and uphold its core values of whanaungatanga, manaakitanga, and ūkaipōtanga.

The purpose of the Pou Taiao role is to lead environmental and sustainability initiatives for Te Akatoki, raise student awareness of environmental and climate justice issues and events, and advocate for improved sustainability practices at the University of Canterbury.

## What you'll do

| What you'll do to contribute   | As a result, members will see  |
|--|--|
| <b>Portfolio Leadership</b>  |  |
| <ul style="list-style-type: none"> <li>• Complete the Te Akatoki Executive induction</li> <li>• Review handover material and earlier reports from previous Pou Taiao</li> <li>• Attend meetings at UC and UCSA per the meeting schedule</li> <li>• Act as Senior Responsible Owner for Te Akatoki's mara kai at the whare</li> <li>• Take the policy and process lead for Te Akatoki's environmental and sustainability practices in its own organisation and at the whare</li> <li>• Submit an annual strategy and accompanying action plan for the Pou Taiao portfolio for approval by the Executive</li> <li>• Take the communications lead for the Pou Taiao portfolio in accordance with the Executive strategic communications strategy and associated processes and procedures</li> </ul> <p>NB: A Senior Responsible Owner (SRO) is a senior leader within an organisation who is accountable for overseeing and managing a specific business process, such as Brand Management. The SRO ensures that the process is effectively implemented, aligns with organisational goals, and complies with relevant regulations. They are responsible for making key decisions, mitigating risks, and ensuring the process delivers the desired outcomes.</p> | <ul style="list-style-type: none"> <li>• You are a well-prepared and knowledgeable executive member who is fully integrated into Te Akatoki's operations and culture, who makes informed decisions that consider the history of the role and the organisation</li> <li>• When attending meetings, you come across as well-prepared and making a positive, informed contribution</li> <li>• You and the Executive have agreed on a strategy and associated actions for the year ahead, and this is well planned with clear milestones and/or measures</li> <li>• Any communications regarding the environment or sustainability from Te Akatoki have been written by you, with the practical support of Pou Pāpāho and/or Tumuaki Tuarua (Pāhekoheko)</li> <li>• A thriving and productive community garden that provides fresh, sustainable produce</li> <li>• Increased taura engagement in gardening and food production</li> <li>• Enhanced food security and nutrition for taura at the whare</li> </ul> |
| <b>Environmental education</b>   |  |
| <ul style="list-style-type: none"> <li>• Work closely with the Pou Pāpāho to organise and lead Kaitiakitanga-based awareness campaigns and educational programmes</li> <li>• Raise awareness of and encourage participation in taura-led or local climate justice events and initiatives</li> </ul>  | <ul style="list-style-type: none"> <li>• Increased understanding and application of Kaitiakitanga principles among taura and the wider community</li> <li>• More taura actively participating in environmental stewardship activities or campaigns</li> <li>• Higher taura turnout at climate action events and protests</li> <li>• More taura-initiated sustainability projects on campus</li> </ul>  |

| What you'll do to contribute  | As a result, members will see  |
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|   | <ul style="list-style-type: none"> <li>• Stronger connections between taura groups and local climate justice organisations</li> </ul>  |
| <b>Advocacy for the environment</b>   |  |
| <ul style="list-style-type: none"> <li>• Advocate for sustainable practices at UC by encouraging the university to continue to identify opportunities for energy conservation and renewable energy implementation on campus</li> <li>• Promote sustainable procurement practices within Te Akatoki</li> <li>• Promote environmental assessments and monitoring by urging the university to conduct thorough environmental impact assessments for proposed activities and events, use specialised environmental monitoring equipment to gather accurate data, and design field studies to assess local ecosystem health and biodiversity.</li> <li>• Champion environmental initiatives and reporting through advocacy for UC to prepare comprehensive reports on environmental performance and progress, address sources of pollution on campus with control measures, and integrate traditional Māori ecological knowledge into modern sustainability practices.</li> <li>• Advocate from a taura- and inter-generational perspective on environmental and sustainability issues at local and national levels</li> </ul> | <ul style="list-style-type: none"> <li>• Greater integration of Māori environmental knowledge into sustainability initiatives</li> <li>• Stronger representation of taura and youth voices in environmental policy discussions</li> <li>• Intergenerational approaches integrated into sustainability planning and decision-making</li> <li>• Increased awareness of long-term environmental impacts among university decision- and policy-makers</li> </ul> |
| <b>Advocacy and Representation of Taura</b>   |  |
| <ul style="list-style-type: none"> <li>• Engage regularly with taura Māori to discuss matters of interest and concern, ensuring their voices are heard and valued</li> <li>• Collaborate with taura Māori interest groups to gather input on strategies, plans, and policies affecting taura Māori</li> <li>• Stay informed about broader taura issues by attending events, participating in clubs and societies meetings, and organising</li> </ul>  | <ul style="list-style-type: none"> <li>• Stronger relationships and trust between the Executive and taura Māori, leading to increased engagement and collaboration</li> <li>• Informed decision-making that reflects the needs and priorities of the Māori taura community, enhancing the relevance and impact of strategies and policies</li> <li>• Greater awareness of issues affecting taura Māori and opportunities for engagement,</li> </ul>          |

| What you'll do to contribute  | As a result, members will see  |
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| <p>opportunities for taura feedback and engagement</p> <ul style="list-style-type: none"> <li>• Collaborate with the University of Canterbury Students' association (UCSA) to advocate for shared taura interests and initiatives</li> <li>• Represent Te Akatoki and taura Māori effectively on UC and UCSA committees, advocating for their needs and perspectives</li> <li>• Respond promptly to requests from Te Akatoki members and taura Māori, providing support and guidance as needed</li> <li>• Advise the UCSA and Te Akatoki Executives on emerging issues to ensure proactive and appropriate responses</li> </ul> | <p>fostering a vibrant and inclusive taura Māori community</p> <ul style="list-style-type: none"> <li>• Effective representation of Te Akatoki and taura Māori on committees, resulting in advocacy that positively influences the achievement of taura Māori</li> <li>• Responsive and supportive interactions with Te Akatoki members and taura Māori, building confidence and satisfaction in the organisation's leadership</li> <li>• Enhanced advocacy efforts through strategic collaboration with UCSA, resulting in stronger representation of taura Māori interests while preserving Te Akatoki's unique identity</li> <li>• Proactive identification and management of emerging issues, ensuring Te Akatoki and the UCSA remain responsive and adaptive to changing needs</li> </ul> |
| <b>Organisational ambassadorship</b>  |  |
| <ul style="list-style-type: none"> <li>• Serve as a credible and authoritative representative for taura Māori and for Te Akatoki as a whole</li> <li>• Effectively communicate the purpose and vision of Te Akatoki</li> <li>• Succinctly report on and describe the mahi of Te Akatoki, making the connection to the benefits for taura Māori</li> <li>• Embody the professionalism and credibility of Te Akatoki in all interactions</li> </ul>   | <ul style="list-style-type: none"> <li>• Increased recognition and respect for Te Akatoki within the university and broader community</li> <li>• Enhanced engagement and participation from taura Māori in Te Akatoki's activities and initiatives</li> <li>• A solid and positive reputation for Te Akatoki as a well-managed and professional organisation</li> <li>• Clear and consistent communication of Te Akatoki's purpose and vision, leading to greater understanding and support</li> <li>• Professional interactions that foster trust and collaboration with stakeholders and partners</li> </ul>   |
| <b>Tikanga Māori</b>  |  |
| <ul style="list-style-type: none"> <li>• As part of the Executive and through your own self-leadership and actions, ensure Tikanga Māori is upheld through all activities of Te Akatoki and decisions made by the Executive</li> </ul>  | <ul style="list-style-type: none"> <li>• A culturally enriched environment where Māori values are visibly integrated into all aspects of the organisation, fostering a sense of belonging and respect among taura Māori and the wider community</li> <li>• Improved decision-making processes that reflect the principles of Tikanga Māori, leading to more equitable and culturally responsive outcomes</li> </ul>  |

| What you'll do to contribute   | As a result, members will see  |
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|  | <ul style="list-style-type: none"> <li>• Strengthened relationships and trust with stakeholders from Te Ao Māori, enhancing Te Akatoki's reputation and effectiveness</li> <li>• An organisational culture that encourages diversity and inclusivity, benefiting both Māori and tauwiwi members by promoting mutual understanding and respect</li> </ul>   |
| <b>Governance: Strategic Direction</b>   |  |
| <p>Work collaboratively with other members of the Te Akatoki Executive to:</p> <ul style="list-style-type: none"> <li>• Set the strategic direction and priorities for Te Akatoki</li> <li>• Ensure the strategic direction and priorities align with the purpose and objects stated in the Te Akatoki Constitution</li> <li>• Ensure that organisational strategy and priorities are recorded, documented, and communicated to all stakeholders of Te Akatoki</li> <li>• Ensure all mahi undertaken in fulfilment of Te Akatoki's strategy and priorities is consistent with Te Akatoki's values and with the principles of environmental, financial and social responsibility</li> </ul> | <ul style="list-style-type: none"> <li>• A unified and coherent strategic direction that is clearly defined and understood by all members of the Te Akatoki Executive, fostering effective collaboration and decision-making</li> <li>• Alignment of organisational goals with the foundational purpose and objectives, ensuring consistency and integrity in all initiatives</li> <li>• Transparent communication of strategic plans and priorities to all stakeholders, enhancing engagement, understanding, and support for Te Akatoki's kaupapa</li> <li>• Activities that strengthen Te Akatoki's reputation and impact by not only advancing Te Akatoki's strategic goals but also reflecting its core values and commitment to environmental, financial, and social responsibility</li> </ul> |
| <b>Governance: Compliance</b>  |  |
| <p>Work collaboratively with other members of the Te Akatoki Executive to:</p> <ul style="list-style-type: none"> <li>• Ensure the Executive and any sub-committee members have received appropriate training and resources about Te Akatoki's legal compliance requirements</li> <li>• Ensure compliance with Te Akatoki's constitution, policies and procedures</li> <li>• Ensure compliance with the Charities Act 2005, the Incorporated Societies Act 2022, and other legislation and regulations of Aotearoa New Zealand</li> </ul>  | <ul style="list-style-type: none"> <li>• Enhanced perception of Te Akatoki as a credible and reliable students' association, strengthening its reputation and influence within the University and the wider community</li> <li>• Increased confidence among members and stakeholders in Te Akatoki's ability to fulfil its mission and objectives responsibly</li> <li>• Efficient and effective operations that align with both Te Akatoki's goals and its legal requirements, minimising risks and enhancing stability</li> <li>• Well-informed Executive members and sub-committee members who are equipped to support and maintain Te Akatoki's legal compliance</li> </ul>  |

| What you'll do to contribute   | As a result, members will see   |
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| <b>Governance: Decision-making</b>   |   |
| <ul style="list-style-type: none"> <li>• Make unbiased decisions that consider social, cultural, environmental, economic, and tikanga Māori factors, ensuring the organisation can achieve its purpose and objects now and in the future</li> <li>• Verify and ensure the accuracy of analysis, data, and information used in the decision-making process</li> <li>• Consider stakeholder perspectives when adopting strategies, policies, and plans, fostering inclusive and informed decision-making</li> <li>• Engage in thorough debate and consider diverse viewpoints while respecting the democratic process and embracing collective responsibility once decisions are made</li> <li>• Ensure transparency in decision-making and effectively manage conflicts of interest to maintain integrity and trust</li> </ul>  | <ul style="list-style-type: none"> <li>• Consistent and transparent governance that builds trust and accountability within the organisation and among its stakeholders</li> <li>• Decisions that are holistic and considerate of social, cultural, environmental, economic, and tikanga Māori impacts, leading to sustainable benefits for tauira Māori</li> <li>• A clear framework for decision-making and conflict resolution that supports fairness and equity in all organisational activities</li> <li>• Increased confidence in the decision-making process due to the use of accurate and verified data, ensuring reliability and relevance</li> <li>• Enhanced stakeholder trust and engagement through inclusive decision-making that incorporates diverse perspectives</li> <li>• Transparent decision-making processes that effectively manage conflicts of interest, maintaining the organisation's integrity</li> </ul> |
| <b>Governance: Policy Stewardship</b>  |   |
| <p>Work collaboratively with other members of the Te Akatoki Executive to:</p> <ul style="list-style-type: none"> <li>• Oversee a suite of organisational policies that are up-to-date and aligned with Te Akatoki's goals and legal obligations</li> <li>• Engage with stakeholders to gather input and feedback on policy needs and priorities</li> <li>• Ensure policy documents are clear and concise and reflect Te Akatoki's values, objectives, and procedures</li> <li>• Implement a regular review cycle for policies to ensure they remain relevant and effective, incorporating feedback and changes in the organisational environment or legal landscape</li> <li>• Provide training and resources to Executive members, UCSA Kaihāpai and third-party contractors or suppliers to ensure they understand and can effectively implement the policies, promoting consistency and</li> </ul> | <ul style="list-style-type: none"> <li>• Policies that are up-to-date and aligned with Te Akatoki's goals and legal obligations, providing a solid foundation for decision-making and operations</li> <li>• Enhanced stakeholder engagement and buy-in, resulting from a collaborative policy development process that incorporates diverse perspectives and needs</li> <li>• Clear and accessible policy documents that are easily understood by all members, facilitating consistent application and adherence across the organisation</li> <li>• A dynamic policy framework that evolves with the organisation and external environment, ensuring continued relevance and effectiveness</li> <li>• Well-informed Executive members, Kaihāpai and third-party contractors or suppliers who are equipped to implement policies consistently, leading to improved compliance and organisational cohesion</li> </ul>                   |

| What you'll do to contribute  | As a result, members will see  |
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| <p>compliance across the organisation and its mahi</p>  |  |
| <b>Governance: Risk identification and management</b>   |  |
| <p>Work collaboratively with other members of the Te Akatoki Executive to:</p> <ul style="list-style-type: none"> <li>• Conduct regular risk assessments to identify potential legal, financial, and operational risks that could impact the organisation and its ability to deliver on its purpose and objects</li> <li>• Develop and implement a comprehensive risk management framework, including policies and procedures to mitigate identified risks effectively</li> <li>• Establish clear communication channels to report and discuss risks with relevant stakeholders, ensuring transparency and accountability</li> <li>• Provide training and resources to Executive members, Kaihāpai and third-party contractors or suppliers on risk management practices</li> <li>• Regularly review and update risk management strategies to adapt to changes in the organisational environment or regulatory landscape</li> </ul> | <ul style="list-style-type: none"> <li>• Proactive identification and mitigation of potential risks, leading to enhanced organisational resilience and stability</li> <li>• A robust risk management framework that effectively addresses legal, financial, and operational risks, safeguarding the organisation's assets and reputation</li> <li>• Compliance with the Incorporated Societies Act and Charities Act, reducing the likelihood of legal issues and ensuring the organisation operates within regulatory requirements</li> <li>• Improved transparency and accountability through clear communication channels, fostering trust and confidence among stakeholders</li> <li>• Increased awareness and capability among Executive members and staff regarding risk management and compliance, promoting a culture of responsibility and vigilance</li> <li>• Adaptable risk management strategies that evolve with the organisation and external environment, ensuring continued effectiveness in addressing emerging risks</li> </ul> |
| <b>Governance: Financial oversight</b>  |  |
| <p>Work collaboratively with other members of the Te Akatoki Executive to:</p> <ul style="list-style-type: none"> <li>• Ensure Te Akatoki has clear financial policies that outline roles, responsibilities, and procedures for financial management activities, ensuring compliance with the legislation of Aotearoa New Zealand</li> <li>• Maintain accurate and transparent financial reporting systems, including statements of</li> </ul>  | <ul style="list-style-type: none"> <li>• A well-defined financial management framework that clarifies roles and responsibilities, ensuring compliance with New Zealand legislation and promoting accountability throughout the organisation</li> <li>• Transparent and accurate financial reporting that provides clear insights into Te Akatoki's financial health, enabling informed decision-making and demonstrating compliance with statutory (legislative) requirements</li> </ul>   |

| What you'll do to contribute  | As a result, members will see  |
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| <p>financial position, activities, and cash flow, to provide insights into Te Akatoki's financial health and compliance</p> <ul style="list-style-type: none"> <li>• Implement internal controls to safeguard the organisation's assets, prevent fraud, and ensure that financial transactions are conducted in accordance with established policies and procedure</li> <li>• Regularly track cash flow to ensure the organisation can meet its financial obligations and maintain adequate reserves for unexpected expenses or opportunities</li> <li>• Arrange for independent external audits of the organisation's financial statements each year to ensure accuracy, transparency, and compliance with the Charities Act and other relevant regulations</li> </ul> | <ul style="list-style-type: none"> <li>• Enhanced protection of the organisation's assets through effective internal controls, reducing the risk of fraud and ensuring that financial transactions adhere to established policies and procedures</li> <li>• Improved financial stability and preparedness through regular monitoring of cash flow, ensuring the organisation can meet its financial obligations and maintain reserves for unforeseen circumstances</li> <li>• Increased confidence in the organisation's financial integrity and compliance with the Charities Act through annual independent external audits, reinforcing transparency and trust among stakeholders</li> <li>• Greater financial literacy among Executive members and staff, empowering them to understand financial reports and make well-informed decisions that support the organisation's objectives</li> </ul> |

**Governance: Monitor and evaluate organisational achievement**

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| <ul style="list-style-type: none"> <li>• Define specific and measurable indicators aligned with Te Akatoki's annual and strategic plans to track progress and performance</li> <li>• Conduct periodic evaluations of organisational achievements against the annual plan, strategic plan, and project plans to ensure objectives are being met</li> <li>• Implement robust data collection and management systems to gather, analyse, and report on performance data effectively</li> <li>• Involve stakeholders in the evaluation process to gather diverse insights and feedback</li> <li>• Compile comprehensive performance reports in compliance with the Charities Act, using the guidelines and/or templates provided by the Charities Commission to ensure compliance</li> <li>• Use evaluation findings to refine and adjust strategies, ensuring alignment with organisational goals and responsiveness to changing needs</li> </ul> | <ul style="list-style-type: none"> <li>• Clear and measurable insights into Te Akatoki's organisational performance, enabling informed decision-making and strategic adjustments to achieve Te Akatoki's goals</li> <li>• Enhanced accountability and transparency through regular performance reviews, fostering trust and confidence among stakeholders</li> <li>• Efficient data management and reporting processes that provide accurate and timely information on organisational achievements and compliance with regulatory requirements</li> <li>• Comprehensive performance reports that meet Charities Act requirements, demonstrating Te Akatoki's impact and areas for growth</li> <li>• Increased stakeholder engagement and satisfaction through inclusive evaluation practices that value diverse perspectives and contributions</li> <li>• Continual improvement and adaptability of strategies, ensuring Te Akatoki remains aligned</li> </ul> |
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| What you'll do to contribute  | As a result, members will see   |
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|   | with its purpose and objects and responsive to the needs of taurira Māori   |
| <b>Governance: Health and safety oversight</b>  |   |
| <ul style="list-style-type: none"> <li>• Ensure that Te Akatoki has the relevant systems and processes in place to comply with Health and Safety legislation</li> <li>• Undertake Health and Safety Conversations/Observations as determined by the Tumuaki</li> <li>• With the Executive, ensure Te Akatoki events have a satisfactory Health &amp; Safety plan in place with appropriate mitigation strategies in place for moderate to severe risks</li> <li>• As part of the Executive, lead a culture of Health and Safety among whare-users and members who attend Te Akatoki events</li> </ul> | <ul style="list-style-type: none"> <li>• A comprehensive Health and Safety management system (policy, process, procedure, records management, training and communications) implemented across the organisation</li> <li>• Regular risk assessments are conducted, and hazards are identified, with appropriate control measures put in place</li> <li>• Clear incident reporting and investigation procedures are established and followed</li> <li>• Compliance with all relevant Health and Safety regulations and standards</li> <li>• Greater awareness of Health and Safety practices among whare-users and members who attend Te Akatoki events</li> <li>• Timely addressing of Health and Safety issues raised during conversations</li> <li>• A positive safety culture fostered throughout the organisation</li> <li>• Reduced incident rates and improved overall safety performance</li> <li>• Increased reporting of near-misses and potential hazards</li> </ul> |
| <b>Teamwork: Administration and record-keeping</b>  |   |

| What you'll do to contribute  | As a result, members will see   |
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| <ul style="list-style-type: none"> <li>• Comply with Te Akatoki's record management practices in order to create good quality records that underpin good governance practice and transparency obligations and make it easier to hand over to another person</li> <li>• Maintain comprehensive records of all correspondence, meeting documents, and operational materials</li> <li>• Retain all financial information related to the work undertaken in the role</li> <li>• Document and store all member, stakeholder, supplier/vendor, and officer communications</li> <li>• Preserve proposals, strategies, plans, and other operational documents</li> <li>• Retain course approval requests and related documentation</li> </ul> | <ul style="list-style-type: none"> <li>• Documentation and information is maintained and kept confidential when required</li> <li>• Complete and organised record of your term in office, facilitating a smooth transition for your successor</li> <li>• Enhanced transparency and compliance with Te Akatoki's legal obligations</li> <li>• Improved continuity in Te Akatoki's operations and decision-making processes</li> <li>• Easier access to historical information for future reference and auditing purposes</li> <li>• Better-informed future officers, able to build upon previous work and initiatives</li> </ul> |

**Teamwork: Reporting**

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| <ul style="list-style-type: none"> <li>• Complete a fortnightly activity report in line with Executive reporting process and procedure, including the Te Akatoki Accountability and Reporting Policy</li> <li>• Complete an end-of-year report in accordance with Te Akatoki's year-end process</li> <li>• Complete a fortnightly activity report in line with Executive reporting process and procedure</li> <li>• Prepare and submit an end-of-year report in accordance with the year-end process</li> <li>• Provide regular updates on portfolio work and project milestones</li> <li>• Contribute to Te Akatoki's annual report with relevant information from your role</li> <li>• Attend and participate in regular reporting meetings with the Executive committee</li> </ul> | <ul style="list-style-type: none"> <li>• Consistent and timely communication of activities and progress to the Executive committee</li> <li>• A comprehensive overview of the role's achievements and challenges at the end of each term</li> <li>• Improved tracking of Te Akatoki's goals and objectives throughout the year</li> <li>• Enhanced transparency and accountability within the organisation</li> <li>• Better-informed decision-making processes based on regular, accurate reporting</li> <li>• A more cohesive and collaborative approach to achieving Te Akatoki's overall mission</li> </ul> |
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**Teamwork: Succession planning and continuity**

| What you'll do to contribute  | As a result, members will see   |
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| <ul style="list-style-type: none"> <li>• Actively contribute to end-of-year review processes and continuous improvement activities</li> <li>• Actively contribute to the Executive induction material review</li> <li>• Complete the Executive handover template in accordance with the Handover Process and Procedure</li> <li>• Support incoming Executive members in attending committee meetings as part of the handover process</li> <li>• Mentor and coach incoming Executive members to ensure a smooth transition of knowledge and responsibilities</li> <li>• Participate in post-handover feedback sessions to identify areas for improvement in the succession planning process</li> </ul> | <ul style="list-style-type: none"> <li>• Enhanced institutional memory, preserving valuable insights and lessons learned from each term of office</li> <li>• A culture of continuous improvement and knowledge sharing within the Executive team</li> <li>• A well-prepared and informed incoming Executive committee, ready to assume their roles with confidence</li> <li>• Continuity in Te Akatoki's operations and strategic initiatives across different terms</li> <li>• Improved efficiency and effectiveness in the handover process, minimising disruption to ongoing projects and activities</li> <li>• Stronger relationships between outgoing and incoming Executive members, fostering a collaborative organisational culture</li> <li>• Increased overall stability and long-term success of Te Akatoki through effective succession planning</li> </ul> |
| <b>Teamwork: Health and Safety of self and others</b>   |   |
| <ul style="list-style-type: none"> <li>• Take proactive steps to manage your own wellbeing and work-life balance</li> <li>• Work safely and take responsibility for keeping yourself and your fellow Executive members free from harm</li> <li>• Observe Te Akatoki's health and safety procedures</li> <li>• Participate in health and safety initiatives and training where appropriate</li> <li>• Provide suggestions for improvement of health and safety at Te Akatoki</li> <li>• Know what to do in the event of an emergency</li> <li>• Use Assura to report all incidents and near misses promptly</li> <li>• Report and record all hazards promptly</li> </ul>                               | <ul style="list-style-type: none"> <li>• A healthy, safe, and wellbeing-focused environment for you, your fellow Executive members, and all people at the whare and on campus</li> <li>• Health and safety policies and guidelines are reflected in everyday practice</li> </ul>  |

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## Capability and Experience

### Capability

Demonstrates capabilities as per [Te Akatoki Executive Capabilities document](#)

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## Experience

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- At least six months' experience as a taura at UC
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## Characteristics

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**Approachable:** The ability to create a welcoming presence that encourages taura to feel comfortable approaching and discussing their concerns, needs, or ideas

**Reliable:** Meeting deadlines for reports, attending meetings, being prepared for conversations and adhering to processes and procedures requires a reliable individual

**Diligent:** Being an officer of an incorporated society requires consistent record-keeping and regular reporting, which demands a diligent approach to work

**Detail-oriented:** The need to maintain comprehensive records and produce accurate reports calls for someone who pays close attention to details

**Proactive:** Being part of the Executive requires active contribution, and taking opportunities when you see them is a must

**Open-minded:** Given the focus on continuous improvement and the need to work with diverse stakeholders, an open-minded attitude is important

**Collaborative:** The role involves working closely with other Executive members and supporting new members, so a collaborative spirit is essential

**Adaptable:** The variety of tasks and the changing nature of the things the Executive is working on means that being flexible and adaptable will stand you in good stead

**Curious:** A curious nature is so valuable for learning about governing Te Akatoki and understanding its operations, not to mention engaging in continuous improvement and review activities

**Ethical:** Handling sensitive information and representing Te Akatoki requires a strong sense of ethics and integrity

**Patient:** The mentoring and support aspects of the role, particularly during transitions, call for patience

**Empathetic:** Understanding and supporting the needs of taura Māori and fellow Executive members requires empathy and a good dose of emotional intelligence.

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