



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Online Content Services and Rauemi developer – te ao Māori

### National Library, Information and Knowledge Services

The Online Content Services and Rauemi Developer – te ao Māori is responsible for supporting the development of online te reo Māori and te ao Māori rauemi and services to support teachers and learners. The purpose of this role is to strengthen our commitment to Māori learners to provide services that support the equitable access to library services for all young New Zealanders. This role will draw on the collections of the National Library of New Zealand and will work collaboratively with other national culture, heritage and education agencies and key partners to increase the availability of relevant quality digital resources to support teaching and learning.

The Online Content Services and Rauemi Developer – te ao Māori rauemi will build relationships across the library and education sector and will contribute to the Online Service Development Programme for Services to Schools.

- **Reporting to:** Poutiaki Rauemi, Services to Schools
- **Location:** Auckland or Wellington with a preference for Auckland
- **Salary range:** Information Management, band H

### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

### How we do things around here – our principles

#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other





## We take pride in what we do

- Make a positive difference
- Strive for excellence

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## Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

The Department has entered into Whakaaetanga (single relationship agreements) with iwi leaders and Te Ara Taonga agencies in the culture and heritage sector. This signifies a commitment to work together as the taonga sector in good faith alongside iwi to develop work programmes and shared activities and to share expertise between parties to preserve taonga held by iwi and grow iwi capability.

What you will do to contribute	As a result we will see
<p><b>Online services design</b></p> <ul style="list-style-type: none"> <li>• Contribute in-depth knowledge of the New Zealand curricula and teaching and learning practice in New Zealand to develop content curation and online curriculum resource services</li> <li>• Lead the development and production of te reo Māori and te ao Māori content and rauemi for online curriculum services.</li> <li>• Manage the effective design and testing of rauemi for projects and programmes.</li> <li>• Contribute in-depth expertise and knowledge to the development of curriculum focused targeted programmes in collaboration with the National Capability and Reading Services teams</li> <li>• Use of best practice project methodology approaches to deliver online services in a timely, cost-effective and efficient manner.</li> <li>• Provide advice and support in identifying and developing effective structures and tools for presenting online content in a way that best supports learning.</li> </ul>	<ul style="list-style-type: none"> <li>• The development of high quality te reo Māori and te ao Māori online learning and heritage resources are available to support teaching and learning programmes and receive high use and positive feedback from users.</li> <li>• The Online Development Plan for Services to Schools achieves its targets and provides quality curated content to support learning.</li> <li>• Expertise is recognised and sought after for collaborative curriculum development.</li> </ul>
<p><b>Relationship building</b></p> <ul style="list-style-type: none"> <li>• Collaborative working relationships with other members in the Online Services team and Services to Schools staff, and other teams across the National Library (managers and staff in DNZ, Content Services, ATL, etc.)</li> <li>• Partnership relationships with external agencies are developed and maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Other groups find it easy to work with Services to Schools and find our contribution as bringing considerable value.</li> </ul>
<p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Maintain extensive personal knowledge base in online learning tools and technologies used to support learners, especially Māori, in schools.</li> <li>• Maintains extensive knowledge of curriculum trends and developments, pedagogy and online learning needs and behaviours.</li> <li>• Actively participates as an action researcher to find innovative solutions for business improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Staff knowledge and skills are evident in the resources produced</li> <li>• The resources developed receive wide recognition across the schooling sector in New Zealand for their quality and contribution to learning, especially for Māori learners.</li> <li>• High quality resources to support priority learners are developed and made accessible.</li> <li>• Seen as an active learner, who builds the skills and works with others to find innovative solutions for service improvement.</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Take responsibility for keeping self-free from harm</li> <li>Follow safe working procedures</li> <li>Report incidents and hazards promptly and suggest remedies where appropriate</li> <li>Know what to do in the event of an emergency</li> <li>Co-operate in implementing rehabilitation plan</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	Services to Schools managers and staff	✓	✓	✓	✓		✓
	Other National Library, IKS, and DIA Colleagues	✓	✓	✓	✓		✓
External	Stakeholders - Ministry of Education and other central agencies supporting learning, culture and heritage, library sector organisations	✓	✓	✓	✓		✓
	Customers – schools leaders and teachers, students and school library staff	✓	✓	✓	✓		✓

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Problem solving</li> <li>Critical thinking</li> <li>Interpersonal savvy</li> <li>Navigating complexity</li> <li>Communicating with influence</li> <li>Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Demonstrated successful experience in developing te reo Māori and te ao Māori online resources in a range of formats to support teachers and learners in an online environment</li> <li>Demonstrated experience in designing content for the web, working in a web-based environment using a variety of platforms, products, tools and approaches.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Up to date knowledge of the New Zealand curriculum, schooling structures, trends and developments in learning – especially for Māori students.</li> <li>Knowledge of National Library collections and services</li> <li>Knowledge of effective approaches to supporting student learning in an online environment</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Excellent communication skills (written, oral, and listening) in Te Reo Māori and English</li> <li>Knowledge and understanding of te ao Māori and matauranga Māori in an educational context</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Research and content curation skills</li><li>• Digital literacy skills</li><li>• Excellent editing skills and written communication skills, writing for the web in an education context</li><li>• Excellent planning, problem solving and time management skills – able to deliver to deadlines</li><li>• Excellent advocacy and promotional skills</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Advantageous to have tertiary qualification in librarianship and/or teaching and relevant qualification/experience in digital service development.</li></ul>