

## Te Whakatūranga ō Mahi | Position Description

### Kaitātāki - Senior Leadership

<b>Title</b>	Kaitātāki Te Wheke Ora		
<b>Reports to</b>	Pou Whakahaere		
<b>Team</b>	Te Kāhui Tātāki		
<b>Direct Reports</b>	Kaiarataki	<b>Total FTE</b>	1.0

### Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1996 at a hui at Papawai Marae, Greytown. Ngāti Moe hapu, led by Dr Janice Wenn and Kim Workman, structured a proposal for a 'by Māori for Māori' community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit, we also work with whānau in Eketahuna.

Our services also include a Very Low-Cost Access Medical Centre for Masterton residents.

**VISION**  
Whānau Wairarapa / he pepe ora  
Whānau Wairarapa – healthy futures

**MISSION**  
He rarapa I nga ahuatanga e u ai te ha o te ora / Fostering innovation to achieve wellness.

### Tēnei tūranga | About the role

The Kaitātāki Te Wheke Ora is a key member of Te Kāhui Tātāki (senior management team), responsible for leading the community services team to deliver hauora services that consistently exceed whānau and community expectations. This role drives operational performance, optimises resource utilisation, and ensures fiscal sustainability, all while embedding kaupapa Māori principles in service delivery.

As a champion of whānau-centred care, the Kaiātāki Te Wheke Ora plays a pivotal role in aligning operational activities with Whaiora's vision of equitable and innovative hauora outcomes for Māori.

### Essential Functions

Key Result Area	Expected Outcomes / Performance Indicators
<b>Operational Excellence</b>	Design and implement robust systems and processes to enhance service delivery, ensuring all operational KPIs are met or exceeded.  Cultivate a culture of innovation, adaptability, and continuous improvement across the community services team.

	Utilise data-driven insights to monitor performance and identify opportunities for enhanced efficiency and effectiveness.
<b>Fiscal Sustainability and Strategic Resource Management</b>	<p>Manage budgets prudently, identifying and implementing cost-effective solutions while maintaining high service quality.</p> <p>Ensure contractual obligations are met and reporting requirements fulfilled, building funder confidence and trust.</p> <p>Proactively seek funding opportunities to support organisational sustainability and service expansion.</p>
<b>Leadership and Workforce Development</b>	<p>Inspire and mentor Kaiarataki, fostering a high-performing, resilient, and culturally competent team.</p> <p>Develop and implement succession plans to ensure future leadership capacity within the organisation.</p> <p>Support professional development opportunities for staff to maintain a skilled and empowered workforce.</p>
<b>Strategic Contribution</b>	<p>Contribute to the development and execution of Whaiora's strategic goals, ensuring operational alignment with organisational priorities.</p> <p>Provide insights into sector trends and innovations to position Whaiora as a leading hauora provider.</p> <p>Represent Whaiora in external forums and maintain positive relationships with key stakeholders.</p>
<b>Cultural Leadership</b>	<p>Champion kaupapa Māori values, ensuring tikanga Māori and mātauranga Māori guide all aspects of service delivery.</p> <p>Uphold the principles of Te Tiriti o Waitangi, with a strong focus on achieving equitable outcomes for Māori and tāngata whaikaha.</p> <p>Promote wairuatanga as a key determinant of team and community well-being.</p>
<b>Health and Safety</b>	<p>Ensure the organisation's compliance with the Health and Safety at Work Act 2015.</p> <p>Identify and address operational risks, implementing mitigation strategies to ensure the safety of staff and whānau.</p>

## Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Kaihautū – General Manager</li> <li>• Pou Whakahaere</li> <li>• Te Kahui Tātāki</li> <li>• Kaiarataki</li> <li>• All Whaiora staff</li> </ul>	<ul style="list-style-type: none"> <li>• Whānau / Hapū / Iwi / Marae</li> <li>• Oranga Tamariki</li> <li>• Tu Ora Compass Health</li> <li>• Te Whatu Ora</li> <li>• Te Aka Whai Ora</li> </ul>

## Ngā Āhuatanga | About you

<b>Essential Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>• Proven leadership experience in managing operational performance and achieving fiscal sustainability.</li> <li>• Strong knowledge of kaupapa Māori health models and whānau-centred care principles.</li> <li>• Demonstrated expertise in financial management, contract compliance, and resource optimisation.</li> <li>• Excellent communication and stakeholder engagement skills, with the ability to inspire confidence and trust.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Smokefree/Vape Free</li> <li>• A visionary leader who excels in operational execution and drives measurable outcomes.</li> <li>• Skilled in fostering collaboration, with a focus on team cohesion and collective impact.</li> <li>• Deep commitment to cultural competence and advancing Māori health outcomes.</li> </ul>
<b>Other Duties</b>	<p>As this is not an exhaustive list of duties, and you may be required to follow other lawful and reasonable requests and instructions.</p>

PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee Name      Signature      Date

\_\_\_\_\_  
Employer Name      Signature      Date

Initial \_\_\_\_\_