

POSITION DESCRIPTION

Iwi Partnerships Manager

Reports to:	Director, Medical School Establishment Programme
Division:	Health
Tenure:	Permanent
Location:	Hamilton
Date:	September 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of Health is dedicated to advancing equitable and impactful health outcomes across Aotearoa through innovative research and high-quality teaching in Medicine, Biomedical Sciences, Health Promotion, Healthy Active Living, Human Performance Science, Midwifery, Nursing, Pharmacy, and Sport Development and Coaching.

A key strategic priority for the Division and University is the establishment of the New Zealand Graduate School of Medicine (NZGSM), which will welcome its first cohort of students in 2028. This new medical school will embody the University's motto, Ko Te Tangata – For the People, with a focus on advancing health equity through culturally responsive medical education, particularly in

regional and rural communities.

The NZGSM will distinguish itself through genuine and close partnerships with health service providers. Its teaching and research will reflect national workforce needs and the aspirations of regional and rural communities. A high proportion of its graduates are expected to pursue careers in primary care, and all graduates will be recognised for working effectively in multidisciplinary teams.

2. POSITION PURPOSE

The Iwi Partnerships Manager will play a critical role in establishing the New Zealand Graduate School of Medicine by leading authentic, enduring, and respectful engagement with is committed to working in partnership with Māori whānau, hapū, and iwi. This work will be done in collaboration with health providers and other key stakeholders to improve health outcomes.

The role ensures that community voices, aspirations, and priorities are embedded into the design, delivery, and governance of the Medical School. The position will contribute directly to achieving health equity, strengthening the health workforce pipeline, and supporting Māori success.

In addition to supporting the establishment phase, the Iwi Partnerships Manager will also ensure continuity of relationships, partnerships, and engagement practices into the ongoing operations of the School of Medicine. This will help guarantee that engagement is sustained throughout the School's growth, delivery, and long-term success.

The role will require significant regional and national travel to engage with Māori whānau, hapū, and iwi, communities, health providers, and other sector partners.

3. FUNCTIONAL RELATIONSHIPS

Internal:

- Pro Vice-Chancellor Health
- Interim Dean of Medicine
- Deputy Vice Chancellor Māori
- Associate Dean Māori for the Division of Health
- Strategic Lead, Med School Accreditation and Operations
- Pacific Partnerships Manager
- Division of Health staff
- Various programme managers and programme teams

External:

- Iwi
- Māori Health Providers
- Community groups
- Whānau Ora Commissioning Agencies
- Iwi Māori Partnership Boards
- National Hauora Coalition
- Te Rau Ora
- Pasifika Medical Association
- The Fono
- Pasifika Futures
- Ministry for Pacific Peoples
- Pacific Health Plus
- Etu Pasifika
- South Seas Healthcare Trust
- Pasifika Proud
- Ngāpuhi, Ngāti Porou, Ngāti Kahungunu, Waikato-Tainui, Ngāi Tahu, Te Arawa, Ngāti Tūwharetoa, Ngāti Raukawa, Te ORA

4. KEY RESPONSIBILITIES

Strategic Leadership

- Develop and deliver a community engagement strategy specific to the Medical School Establishment Programme, aligned with the articles of Te Tiriti o Waitangi and principles of the Kingitanga.
- Provide leadership on engagement practices that reflect cultural responsiveness, mana-enhancing approaches, and shared decision-making.
- Ensure community engagement is integrated across all workstreams of the Medical School Establishment Programme.

Relationship Management

- Build and maintain enduring partnerships with iwi, hapū, and Māori health providers across the Waikato and nationally.
- Work closely with the Pacific Partnerships Manager to align community engagement for Māori and Pacific.
- Collaborate with Te Whatu Ora, primary care organisations, NGOs, and community health providers to ensure sector alignment.
- Facilitate co-design processes to embed community perspectives into curriculum, student pathways, and service models.

Project Delivery

- Lead the planning and delivery of hui, community forums, and workshops.
- Ensure that iwi and community perspectives are reflected in programme governance, reporting, and evaluation.
- Work closely with academic and operational leaders to align community engagement with workforce development strategies.
- Provide advice on policy, protocols, and frameworks for culturally grounded engagement.
- Ensure all community engagement activities are aligned with the expectations and standards of the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ), supporting accreditation requirements for the Medical School.
- Track, monitor, and report on iwi engagement workstreams to ensure progress is aligned with the wider Medical School Establishment Programme schedule and delivery milestones.
- Support the integration of engagement activities into programme planning, ensuring alignment with project governance, risk management, and reporting frameworks.
- Identify, monitor, and mitigate risks associated with iwi engagement activities, ensuring compliance with University policies, legal obligations, and accreditation standards.

People Leadership

- Provide leadership, guidance, and support to direct reports (professional or project staff) to enable effective delivery of engagement activities.
- Set clear objectives and expectations and ensure alignment with the Medical School Establishment Programme.
- Support the professional development of team members through coaching, mentoring, and training opportunities.
- Foster a positive, collaborative, and high-performing team culture that reflects the values of the University and partnership with Māori.

Communication and Advocacy

- Develop culturally appropriate communication tools and channels to ensure transparent, two-way engagement with stakeholders.
- Prepare reports, case studies, and evaluations that demonstrate impact and accountability.
- Represent the Medical School at public meetings, iwi hui, community gatherings, and health sector forums.
- Advocate internally for community-informed practices, ensuring equity, Māori success, and Pacific success are central.

Team Contribution

- Work effectively as a member of the Division of Health to support other team members and provide coverage where needed.
- Encourage transparency across activities, open sharing of knowledge, and positive relationships to support a high-performance culture.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Continuous Improvement

- Actively contribute to the ongoing development and improvement of engagement systems and processes.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The **Iwi Partnerships Manager** will be performing satisfactorily when:

- A Medical School community engagement strategy is implemented and co-designed with iwi, Māori, and the Pacific Partnerships Manager.
- Strong iwi/Māori partnerships and Pacific engagement are evident in governance and programme design.
- Positive feedback is consistently received from community stakeholders, iwi, and health-sector partners.
- Engagement activities demonstrably contribute to equity outcomes and health workforce development pathways.
- Engagement activities are aligned with the AMC standards and the expectations of the MCNZ, contributing to Medical School accreditation readiness.
- Engagement activities and reporting are delivered on time, aligned with Medical School Establishment Programme milestones and schedules.
- Staff and direct reports are effectively led, with evidence of clear objectives, professional development, and a positive team culture.
- Interactions are conducted professionally, respectfully, and collaboratively in line with University values.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor's degree in public health, social sciences, education, communications, or a related field.
- Recognition of cultural authority, mana, and demonstrated trust within iwi, hapū, Māori, and Pacific communities.

Desirable

- Postgraduate study in public health, Māori health, Pacific health, education, or a related discipline.
- Formal training in community engagement, kaupapa Māori research, or indigenous governance frameworks.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Proven ability to engage effectively with Māori leaders, health providers, and community stakeholders in ways that are mana-enhancing and respectful.
- Demonstrated experience in Māori and/or Pacific community engagement, health-sector partnerships, or programme establishment.
- Deep knowledge of tikanga Māori, and familiarity with Māori engagement frameworks and approaches.
- Proven ability to work with iwi/Māori organisations communities with cultural authority and integrity.
- Familiarity with health workforce development, health equity challenges, and medical education contexts.
- Experience in co-design, partnership governance, or community-informed programme design.
- Demonstrated experience in managing or supervising staff, including setting priorities, providing feedback, and supporting professional growth.
- Outstanding communication, negotiation, and relationship-management skills.
- Demonstrated ability to navigate complex, multi-stakeholder environments to achieve outcomes.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.

Desirable

- Experience with data sovereignty, indigenous governance models, and bicultural frameworks for education.
- Experience working in a tertiary education environment.
- Experience in building new teams or leading staff in complex environments.
- Advanced skills in facilitation, consensus-building, and reporting.

PERSONAL QUALITIES

- Consultative, inclusive, and adaptable with the ability to successfully engage diverse stakeholders.
- Recognised as a collaborative team player who develops positive working relationships across all levels.
- Demonstrated commitment to equity, diversity, and continuous improvement.
- Ability to monitor multiple tasks, prioritise, and maintain progress.
- A values-driven approach consistent with the University's partnership with Māori communities.