

# The kaimahi role – the essentials

Given the emphasis and importance of the kaimahi role, here are some key aspects for the role which will be useful to highlight in your recruitment process.

Key requirements at a minimum:

- This is a full time role for the duration of the design process – for around one year
- Must be committed and able to contribute and fully participate for the duration of the design process
- Be able to engage with whānau, hear their voice and incorporate this into the design
- Be open minded and willing to learn
- Keep the provider organisation updated on the progress of the design
- Understand the current work of the provider they represent in the design
- Committed to working with others, in particular working collaboratively with other Kaimahi and the Pouwhakataki
- Able to see opportunities and take action
- Align to and support the aspirations and intentions of Whānau Resilience

Please also refer to your GMC, page 5 'Overview' section, and the first five bullet points, which state:

- MSD is procuring the Supplier's time to go through a process of designing services for their specific region, alongside other providers.
- The funding is primarily to enable the Supplier to employ a full-time Kaimahi – the person who will represent the Supplier for the duration of this design phase.
- MSD will fund \$120,000 excluding GST per FTE once the GMC Design contract has been approved and signed between MSD and the Supplier.
- **At least** 50% of the contracted FTE fund must be allocated to the Kaimahi salary. Other aspects of the funding are to cover costs such as travel, capability and management overhead.
- The Kaimahi will need to work exclusively in the region stated by MSD at the outset of the contract, for the entirety of the contract.

## The template/sample job description

The following is a job description (JD) that may be useful to support you with the recruitment of your Kaimahi.

We do not require that you use this exact template, rather it acts as a guide to support recruitment. You may need to tailor this to include such things as further expectations, stakeholders or skills etc that you want your particular Kaimahi to have.

However, please take note of the minimum requirements of the Kaimahi role – these are non-negotiable.

# TEMPLATE/SAMPLE JOB DESCRIPTION (JD)

## Whānau Resilience

### Kaimahi role and responsibilities

#### Background

Whānau Resilience is an initiative that aims to create strong, resilient communities where whānau are supported to live violence free and to eliminate violence for the next generation.

Whānau Resilience will involve local groups of providers working together in their regions to design services for people.

This design process will take up to one year, and involve providers working together to build a picture of the needs and strengths of their region, along with testing and learning about what works for whānau to build resilience.

The services that are designed at the end of the process will then be delivered into communities.

#### The regional design process

The design process of Whānau Resilience will focus on collaboration, innovation and reflective learning, whilst acknowledging that communities and providers have invaluable knowledge and experience that should inform the make-up of services available in their communities.

The design process will take around one year. This process has been broken into four stages through the year to support the end delivery of a clear service concept which needs to reflect one or more of the 5 Pou (or service areas), with local whanau voice held at the centre of the design.

#### The Kaimahi role

The Kaimahi is the person who is employed by the provider to represent them for the duration of the Whānau Resilience design process.

The Kaimahi will need to work in the region stated by the Ministry of Social Development (MSD), and they need to stay working in that region for the entirety of the design process.

Key requirements at a minimum:

- This is a full time role for the duration of the design process – for around one year
- Must be committed and able to contribute and fully participate for the duration of the design process

- Be able to engage with whānau, hear their voice and incorporate this into the design
- Be open minded and willing to learn
- Keep the provider organisation updated on the progress of the design
- Understand the current work of the provider they represent in the design
- Committed to working with others, in particular working collaboratively with other Kaimahi and the Pouwhakataki
- Able to see opportunities and take action
- Align to and support the aspirations and intentions of Whānau Resilience

## **The Regional Design Collective**

Whānau Resilience will be regionally designed in collaboration with other successful organisations or collectives, along with support from MSD.

Each regional group of Kaimahi will be led and supported by a Pouwhakataki to design the services together for their specific region.

The Pouwhakataki are people, recruited and employed by MSD, who will be assigned to work within each region to lead the Kaimahi group through the design process, and importantly to make sure each region is reflecting the whānau voice into their designs.

## **Skills, experience and attributes**

Key to the success of the kaimahi role is the need to be:

- committed for the duration of the design process
- able to engage with whānau, hear their voice and incorporate this into the design
- open minded and willing to learn
- committed to working with others
- strong understanding of the provider organisation and services they currently deliver
- able to see opportunities and take action.

The Kaimahi does not need to come into the process with any specific service design experience, as each regional group of Kaimahi will be supported by the Pouwhakataki, who will help lead them through the design process, however service design experience would be beneficial.

## **Expectations**

The Kaimahi will need to:

- keep lived experience at the centre – hold their assumptions on the process and what whānau need
- keep an open mind and be willing to learn from others
- work together and put your own provider hat to the side for the process to build an understanding of the region
- demonstrate commitment to a new way of working – show up and treat each other with respect
- expect to not know everything, and see what comes out.

The Kaimahi role must also actively participate in, or contribute toward, all roundtables, networking and training/capability building opportunities and work collaboratively to design over the year.

## Key responsibilities and relationships

Subject Matter awareness	Clear understanding of Whānau Resilience intent and what needs to be delivered over the course of the year
Relationship Management	Builds relationships and works collaboratively with other members of the Regional Design Collective, including other Kaimahi and the Pouwhakataki, and any other key stakeholders
Service Design	Actively contributes to the design process and commits to keeping whānau voice at the centre of design
Reporting and monitoring	Actively participates in the progress through participation in, or contribution toward, quarterly round tables

## Additional information

### Overall vision for Whānau Resilience

Strong, resilient communities where whānau are supported to live violence free and eliminate violence for the next generation.

### The 5 Pou/service areas

Services that aim to:

- Strengthen cultural identity and whakapapa
- Strengthen social capability and community connection
- Support long term behaviour change for men and people using violence
- Support trauma healing and recovery from violence
- Create healthy relationships and skills

These have been developed through research and insights from the sector as examples of family violence services that are effective for long-term responses.

### Elements that need to underpin services

These are aspects that must go into the creation of services to make sure they have a strong evidence base and are sustainable.

They are where services must:

- be informed by local whānau voices
- adapt, learn and innovate based on whānau voice
- be led by tikanga Māori principles & values
- reflect & value diversity, cultural identity & gender equity
- build in measurements and feedback loops in the design
- have the right workforce capability