

Pae Tukutuku Poutama

REF: ML-798

Reports to	Pae Whakatere	Group	Operations and Service Delivery
Unit/Team	Maori Land Court, Special Jurisdictions	Location	Nationwide
Direct reports	0		

Our ministry

Justice is the foundation of any democratic society and New Zealand has one of the most trusted public services in the world. At the Ministry of Justice, we work as one team to provide a great service to the public every day and work together for a fair and safe Aotearoa. We do this through delivering people-centred justice services, from over 120 locations, to provide access to justice for all New Zealanders.

The Ministry leads the Justice Sector and strives to achieve 3 outcomes:

- Safer communities
- Increased trust in the justice system
- Maintain the integrity of our constitutional arrangements

The Ministry is the only agency in New Zealand's public sector that works across all three arms of government. We work for the executive and the legislature, and we also support the independent judiciary. We administer, and ensure the integrity of, courts and tribunals, the legal aid system, and the Public Defence Service. We provide policy advice to the government on legislation relating to the justice system and New Zealand's constitution. We help the Crown to honour its responsibilities to Māori.

We are leading the transformation of our criminal justice system, helping to tackle New Zealand's high levels of family violence and sexual violence, and improving New Zealanders' access to justice. We strive to provide better justice for Māori and we work closely with tangata whenua.

We listen to and work with our communities, so we can improve our services for the people who need them most, and increase our support for the most vulnerable. We want people to have the same high quality of service regardless of who they are, where they are, or how they interact with us.

Our values: RISE

Whakaute/Respect:	We value others and their contributions
Pono/Integrity:	We are honest and open

Ratonga/Service: We deliver results
 Hiranga/Excellence: We focus on quality

Te Kooti Whenua Māori

We are a court of record. Te Ture Whenua Māori Act 1993 (our Act) recognises the significance of Māori land as a taonga tuku iho of special significance to the Māori people. Our role is to provide a court service for owners of Māori land, their whānau and their hapū which:

- promotes the retention and use of Māori land
- facilitates the occupation, development and use of that land.

The record held by Te Kooti Whenua Māori is Taonga Tuku Iho and the Court is the guardian of the whakapapa of the land, which is the people.

Your role

The Pae Tukutuku Poutama is responsible for the registration of land titles, records integrity and storage including the data in system. A key function of this role is the on-going data and business information verification, maintenance and quality storage and care of all Court records including land titles, court orders, permanent paper records and other historical information of business and cultural significance.

Your responsibilities

Service Delivery

Information and Records Management

- Undertake duties in relation to title improvement of records held in Pātaka Whenua, liaising with Case Progression Team Members when S86 orders, consolidated and / or further interests and trust reviews have been identified
- Enter court orders, notings, voluntary notings, duplication orders and land title registrations into Pātaka Whenua and maintain the registry in compliance with national standards
- Implement and operate within the protocols, access and security guidelines for the Pātaka Whenua, Court records registers and records storage rooms and communicate issues as they occur
- Liaise with Team Members, particularly Pae Tukutuku, to ensure all relevant case notes, and events are recorded accurately in Pātaka Whenua and that case files meet standardised format
- Integrate historical records into the Pātaka Whenua ensuring data quality (imaging component of Pātaka Whenua) is maintained and in compliance with national standards
- Address specific back log issues in compliance with nationally agreed standards and project initiatives
- Maintain a register of Court artefacts and historically significant records in compliance with all relevant legislation including the Antiquities Act 1975
- Undertake and ensure the safe archiving, storage and filing of all district Court records in accordance with documentation procedures and national standards
- Provide information relating to the record of the court and title registrations as requested including addressing or referring on of queries received over the counter.

Pātaka Whenua Operation and Development

- Liaise and communicate with the Business Advisor Pātaka Whenua and other systems service providers to communicate and manage the operational functionality of the Pātaka Whenua

- Initiate and communicate requests to the Business Advisor Pātaka Whenua for enhancements and fixes to the system
- Participate in and support business initiatives and/or systems projects that require Pātaka Whenua operational knowledge input, SME input including enhancement testing
- Comply with all MLC processes for access and protocols for MLIS users
- Participate in MLIS systems consultation committees and/or forums as required.

Maintain and preserve the Court Record

- Ensure the accuracy and detail of the court record is maintained in accordance with documentation procedures and required standards
- Identify, promote and implement improvements to maintain best practice standards for the quality, authenticity, storage and care of the Court record
- Maintain compliance with the Official Information Act 1982, Privacy Act 1993 and Adoption Act 1955.

Leadership

Personal Leadership

- Role model the Ministry's desired values and behaviours
- Know when to seek advice or guidance
- Identify opportunities for continuous improvement and innovation
- Build breadth and depth of experience by actively seeking learning opportunities.

Team Effectiveness

- Contribute to a positive team culture that enables the high performance of the immediate team and organisation
- Share knowledge, time and expertise to assist other members of the team
- Provide constructive feedback to team members and be receptive to receiving feedback.

Health and Safety at Work

- Comply with health and safety procedures
- Take all practicable steps to ensure you don't harm yourself or anyone else
- Report all incidents and help to identify and manage hazards
- Support the site health and safety committees.

Your working relationships

Internal OSD and Ministry employees

Judicial Māori Land Court judges

External Māori Land owners, their whanau and hapu
 Members, managers and personnel of Māori authorities and organisations
 Professional advisors working with Māori and interested parties
 Officials and staff of other agencies, including Te Tumu Paeroa (Office of the Māori Trustee), Te Puni Kokiri (Ministry of Māori Development), Land Information New Zealand, local and regional authorities and central agencies of government
 Central agencies of government

Your education & experience

Experience and Knowledge Required that is Specific to the Māori Land Court

- Ngā Kaupapa Māori including:
 - A good general knowledge of, and respect for, Māori cultural values and customs (tikanga)
 - A good general knowledge of, and respect for Māori society and issues

- Competence in, or a willingness to become competent in, Te Reo Māori.
- An understanding of the principles of the Treaty of Waitangi.

Education/Professional Qualifications and Technical Skills

- NCEA Level 3 or relevant work experience
- Ability to read, understand and interpret complex documents, including legislation, financial, numerical and business information
- Ability to use Microsoft Office Suite
- A high standard of written and verbal communication skills
- Exercises sound judgement and political sensitivity
- Demonstrates a strong customer focus
- Demonstrates strong interpersonal skills and problem solving techniques
- Has a commitment to quality and accuracy
- Ability to Multitask effectively
- Ability to perform repetitive tasks with a high degree of accuracy
- Comfortable working independently with minimal supervision.

Work Experience

- Information Management in a technological environment
- IT systems in a business environment
- Systems and / or IT related analysis, development and implementation
- Experience in the use of electronic databases and information storage systems
- Experience in records management
- Experience using a range of software applications including Microsoft suite of products, email, and a range of other database search software
- Being an effective member of a multi-skilled team
- Provision of customer service
- Effective management of a high volume of varying tasks
- Experience in using a digital workflow system to process work.

Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kouniga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.