

Position Description

Te whakatakotoranga tūranga

Kaiarahi – Tikanga Māori | Cultural Advisor Māori

Scope - Kainga

To assist the Māori Relationships Manager, providing support and advice both inside the organisation and beyond in relation to services for tangata whenua and to provide advice on te ao Māori, tikanga o Te Tai Tokerau and on matters affecting tangata whenua for the Chief Executive (CEO) and for the wider organisation.

Key responsibilities - Kawenga matua

Relationships & Networking

Facilitate, develop and utilise strong relationships between Tai Tokerau Māori and council, utilising strong national and regional relationships which will assist the council, hapū and iwi relationships. Establish and maintain professional relationships with other advisors, representatives of the hapū and iwi of Te Tai Tokerau and service providers.

Cultural Advice

Provide cultural advice and support to senior management during events where tikanga Māori is followed including at regular Mayoral Forums, ILGACE (Iwi, Local Government and Chief Executive), NIF (Northland Intersectoral Forum) meetings and Te Taitokerau Māori and Council Working Party (TTMAC) meetings

Profile/Understanding

Develop the profile and understanding of Māori society in Te Tai Tokerau within council and the wider community and in relation to the services council provides, communicate these to management and work to facilitate resolution of any issues.

Organisational Training

Facilitate and promote council wide training on Te Ao Māori, Te Reo and marae protocols. Develop Te Reo skills amongst staff members and coach people in this regard on an individual basis and in groups. Provide timely and effective training and support on matters affecting Māori.

Operational Delivery

Provide services to the consents department through processing the consent applications including; co-ordination of iwi notifications for resource consents, provide support to staff on cultural matters as they arise, including pre-hearing meetings and/or mediation and assist with the Hearings Administrator if cultural services are required.

Policies and Procedures

Assist with implementation and maintenance of relevant policies and procedures to ensure that council delivers appropriate and high level service for tangata whenua and the wider community as they relate to matters associated with Māori.



STRONG, DECISIVE
LEADERSHIP



TRANSPARENT
& ACCOUNTABLE



ONE HIGH
PERFORMING TEAM



CUSTOMER
FOCUSED



INTEGRITY
HONEST & OPEN

Māori Responsiveness Strategy

Advocate and champion council's Māori responsiveness strategy, Te Whāriki.

Council Engagement

Fulfil the role of primary coordinator of TTMAC marae based hui, iwi authorities through Iwi Chairs and iwi CEOs. Act as primary support person for TTMAC Working Party member enquiries and responsibility for follow up actions.

Strategy

Help lead consultation on strategies and other developments with hapu and iwi. Provide support and advice in the development of iwi/hapu management plans, including through funding support (as budgeted).

About you - Ko koe

Qualification, skills and experience:

- Minimum two years' experience in similar roles including and or local government experience.
- Fluency in Te Reo.
- An in-depth knowledge of the history of Aotearoa New Zealand and an understanding and appreciation of the place of the Treaty of Waitangi in national and regional affairs.
- A comprehensive knowledge and understanding of the complexity of tangata whenua issues and challenges particularly in regard to Te Tai Tokerau.
- Status and standing as an orator and ability to take on the role of speaker as necessary.
- In depth understanding of tikanga o Te Tai Tokerau and te ao Māori as they apply in Te Tai Tokerau.
- Demonstrated experience in the development of policies and training programmes.

Personal attributes

- An innate understanding of people with high levels of emotional and social intelligence.
- Exceeds personal and team focused goals successfully, committed to and continually works to improve themselves; continuous improvement mindset.
- Looks for and accepts challenges; seizing more opportunities than others.
- Proven ability to establish and maintain effective relationships with internal and external stakeholders, gaining trust and respect; positive and professional image.
- You display cultural empathy and awareness and has a high level of personal resilience and emotional intelligence.
- Ability to communicate effectively, negotiate and network through highly developed oral skills.
- Highly developed interpersonal and decision making skills.
- Well-connected in terms of main contacts within hapū and iwi of Te Tai Tokerau.
- Has a self-motivated and highly disciplined approach to managing own workload.
- Ability to help position Council positively with the achievement of high quality service to hapū and iwi.
- Ability to work effectively within a political environment and to assist both elected members and officers.
- Ability to develop innovative solutions whilst maintaining continuity of service through setting of clear goals and targets.
- Proven ability to personally deliver high quality outcomes with a professional, courteous, and enthusiastic attitude, and a team player.
- Demonstrated planning and organisational skills, ability to enthuse others, and effectively and appropriately advise others about proposed courses of action
- Ability to handle confidential or controversial information with discretion and professionalism.

Reports to: GM Strategy, Governance and Engagement

Group and Department: Strategy, Governance and Engagement

Location: Whangārei

Date: October 2018



RANGATIRATANGA



KA NOHO
HAEPAPA



HE RŌPU
WHAKĀRI TEITEI



AROTAHINGA
KIRITAKI



NGĀKAU PONO