

POSITION DETAILS

TITLE	Iwi Engagement Advisor - Three Waters Consent Replacement Programme
REPORTS TO	Manager Three Waters
LOCATION	Whakatāne District Council offices
DATE	July 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

As the overarching Iwi Engagement Advisor as part of the Three Waters Consent Replacement Team, reporting to the Manager Three Waters the primary objective is to lead and support programme sponsors and managers, project managers and other programme team members in engaging, building and maintaining effective relationships with iwi and hapū, including through co-design to deliver the work programme. The Iwi Engagement Advisor will play a crucial role in ensuring that Te Ao Māori perspectives and the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga, are integrated into co-design processes. The Iwi Engagement Advisor will possess strong knowledge of resource management and treaty settlements and will be responsible for informing project teams of their obligations in accordance with those. Additionally, responsibilities include preparing and maintaining project documentation, acting as a liaison between stakeholders, and ensuring compliance with relevant regulations and standards.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation is represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
STRATEGIC ADVICE & SUPPORT	<p>Further develop and implement the Council’s strategic framework for engaging with Tangata Whenua and the wider Māori community, recognising the changing external environment and the role of Tangata Whenua as leaders and partners in our economy and community.</p> <p>Enhance opportunities for Iwi, hapū and Whānau to increase participation and understanding of council business and operations through establishing and maintaining effective working relationships with their representatives.</p> <p>Collaborate with Iwi and hapū to present and inform the effective and responsive discharge of Council’s statutory responsibilities and ensure equitable outcomes.</p> <p>Support the provision of quality information and strategic advice to staff that enables them to make robust, fully informed decisions, and to enhance the standing of Council with Tangata Whenua, the wider Māori community and other external stakeholders.</p> <p>Provide support of Council and guidance as to aspects of tikanga Māori to be observed by Council representatives in particular circumstances and / or on specific occasions at which Council is represented.</p>

	<p>Maintain an extensive level of knowledge on key issues for Māori, including Central Government legislation, policies and initiatives; social, cultural, environmental and economic issues.</p> <p>Collaborate with colleagues to increase understanding, capability and capacity to engage successfully with Tangata Whenua and the wider Māori community and to include them in the design and delivery of Council programmes, services and outcomes.</p>
RELATIONSHIP MANAGEMENT	<p>Proactively engage with Tangata Whenua and the wider Māori community of Whakatāne to ensure the successful delivery of Council three waters consent replacement programme.</p> <p>Develop and implement best practice tools: guidelines, policies, templates and appropriate methods of communicating and consulting with Māori.</p> <p>Provide strategic advice to manage and coordinate Māori participation in Council’s three waters decision-making processes, through appropriate co-design and governance structures.</p>
HEALTH, SAFETY AND WELLBEING	<p>Ensure Council’s documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments, and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
Iwi/Hapū Māori landowners Potentially affected parties and submitters Bay of Plenty Regional Council and other territorial authorities Resource Management Professionals Government Agencies Māori organisations; local and national Technical and Legal Professionals Other consultants	Strategic Māori Partnership Team Policy, Planning and Consents Compliance Team Three Waters Team General Manager Development & Environment Services General Manager Infrastructure Resource Consent Team Elected Members Other Council staff, as required

PERSON SPECIFICATION

QUALIFICATIONS	<ul style="list-style-type: none"> • A tertiary qualification in a related field (Māori Development, Public Policy, or other relevant discipline) or at least 5 years relevant experience.
EXPERIENCE	<ul style="list-style-type: none"> • Minimum 5 years' experience working in central or local government and leading Iwi and hapū relationships. • Proven experience in building and maintaining effective relationships with Iwi and hapū, including through co-design. • Proven experience and ability to translate Māori knowledge and information into the mainstream framework and vice versa. • Operating confidently in different Iwi and hapū settings and with different Māori organisation including a trusted network within the Māori community of Whakatāne. • Skilled in facilitating consultation and collaboration with Māori communities. • Ability to examine complex relationship and legislative frameworks and provide detailed guidance to leadership. • Understanding of the Treaty settlement process and post settlement environment, particularly insofar as it relates to the Whakatāne rohe.
KNOWLEDGE, SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • Strong understanding of Te Ao Māori, including tikanga, and mātauranga Māori including ability to apply in settings of local government. • A thorough understanding of the Crown's legislative and relationship responsibilities under Te Tiriti o Waitangi and its application in resource management. • Excellent verbal and written communication skills, with the ability to convey complex information clearly and respectfully. • Ability to advocate for the incorporation of cultural values in resource management. • Experience working with Māori communities and incorporating Te Ao Māori perspectives into professional practice. • Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others. • Proficiency in Te Reo Māori is an advantage.
OVERALL	<ul style="list-style-type: none"> • Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description. • Has good physical health. • Is able to verify authenticity of qualifications • Has a current clean full drivers' licence and Ministry of Justice report.

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Our vision and values

Tō tātau matakitenga me ngā wāriutanga

OUR VISION *Te matakitenga*

Better Together *Toitū te Kotahitanga*



OUR VALUES *Ngā wāriutanga*

We put people at the heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We are always learning and improving
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about our environment
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are passionate and proud
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

WHAKATĀUKI
Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.
*Take away the heart of the flax bush
and where will the bellbird sing?
If you ask me what is the most
important thing in the world
I will tell you, it is people,
it is people, it is people.*

We work as one team
Toitū te Mahi Tahī!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it