

### POSITION DETAILS

<b>TITLE</b>	Senior Advisor- Kaupapa Maori
<b>REPORTS TO</b>	Manager – Toi Kotuia
<b>LOCATION</b>	Civic Centre, Commerce Street, Whakatāne
<b>DATE</b>	September 2023
<b>DIRECT REPORTS</b>	-
<b>FINANCIAL DELEGATION</b>	As per the financial Delegation

### PURPOSE OF POSITION

Toi Kotuia is a newly formed Māori relationship unit within the Whakatāne District Council. The role of Toi Kotuia is to direct and support the council to achieve effective relationships and ensure our processes, frameworks and structures are fit for purpose.

Reporting to the Pou Herenga Rangapu (Toi Kotuia Manager) and Kaihautu Strategic Māori Partnerships, the Senior Advisor- Kaupapa Māori is responsible for providing high-quality advice and support to the organisation to bridge our current Relationship, policy, frameworks and structures and iwi and hapū aspirations and perspectives. The role is pivotal in ensuring Relationships are nurtured and the organisations policies and initiatives respect and integrate Te Ao Māori perspectives and values.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
<b>VALUES</b>	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.

<p><b>ORGANISATION DEVELOPMENT &amp; STRATEGIC ADVICE/GUIDANCE</b></p>	<p>Develop processes, structures and frameworks to support the implementation of Te Toi Waka Whakareī (WDC Māori Relationship Strategy)</p> <p>Provide strategic and analytic advice to lead the Council's Strategic Priorities and its associated work programme from a Te Ao Māori perspective</p> <p>Provide advice and support for the preparation of various reports, strategies and plans.</p> <p>Conduct in-depth research to provide evidence-based recommendations for policy and process improvements.</p> <p>Provide expert advice on the potential impacts of new legislation on iwi, hapū and whānau and subsequently the impact that will have on internal policies, frameworks and structures.</p> <p>Guide and contribute to Council Strategic documents: -Annual Plan and projects within the Long Term Plan programme -Annual report and pre-election reports.</p> <p>Develop Treaty settlement, Reform and other Policy/legislative implications responses, including the establishment of tools and resources to support the Council to meet its responsibilities and obligations.</p> <p>Support and facilitate the organisational cultural competency framework to meet the needs of a modern Treaty partner environment, upskilling staff to operate confidently and with knowledge.</p> <p>Facilitate initiatives to build iwi, hapū and whānau capacity to engage in Council processes and projects.</p> <p>Support Council and iwi, hapū and whānau with business planning as requested</p>
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<b>RELATIONSHIPS</b>	<p>Maintain internal relationships with other business groups to ensure a consistent and collaborative approach to Iwi, hapū and whanau engagement.</p> <p>Act as a liaison between the organisation and iwi me ona hapu, facilitating open communication and ensuring relationships are maintained and nurtured.</p> <p>Coordinate the Council Engagement with Iwi and hapū, including the design and implementation of planning and relationship tools that further advance Council's relationship and legislative obligations.</p> <p>Through the coordination of relationships, identify risks and mutual opportunities.</p> <p>Maintain equity of partnership in Council activities, through oversight and forecasting with business groups.</p> <p>Ensure the Council understand Iwi, hapū and whānau landscape and views; an Integrator and translator of the relationship.</p> <p>Effectively manage and maintain internal relationships to ensure Managers and staff seek advice and guidance on special projects in a timely manner with successful outcomes.</p> <p>Maintain relationships with fellow local and central government offices, as well as Māori forums and Wānanga,</p>
<b>PROJECT MANAGEMENT</b>	<p>Manage projects and co-ordinate external contractors and consultants</p> <p>Provide policy and cultural direction to projects</p> <p>Contribute to nominated project teams</p> <p>Prepare relevant project budgets with guidance from senior staff</p>
<b>MONITORING &amp; REPORTING</b>	<p>Prepare accurate guidance and performance information to the Kaihautu Strategic Māori Partnerships, ensuring critical issues are identified and sustainable solutions identified</p> <p>Prepare reports and documentation as required by internal and external regulatory authorities (audit and reporting)</p>
<b>CONTINUOUS LEARNING</b>	<p>Stay up to date with development in Te Ao Māori, indigenous rights and relevant legislation and settlements (MACA)</p> <p>Attend workshops and conferences and training to expand knowledge and skills</p>

<b>HEALTH, SAFETY AND WELLBEING</b>	<p>Understand and implement Council's documentation and procedures 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 follow up corrective actions, as required.</p> <p>Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Attend and complete Health and Safety training ensuring certification, as required, is current.</p> <p>Undertake active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
<b>ADDITIONAL DUTIES</b>	<p>Assist with Emergency events as instructed, attending relevant training as required.</p> <p>Complete other duties that may be required, as appropriate.</p>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL	COMMITTEES/GROUPS
<ul style="list-style-type: none"> <li>▪ Whānau, Hapū and Iwi</li> <li>▪ Local and central government agencies</li> <li>▪ Consultants and contractors</li> <li>▪ Iwi chairs forum</li> <li>▪ Māori forum and ,Wananga</li> <li>▪ Māori Land Trusts, Landowners</li> <li>▪ Community based Māori organisations</li> <li>▪ Technical and/or legal professionals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Toi Kotuia</li> <li>▪ Council Elected members</li> <li>▪ All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Standing Committees of Council</li> <li>• Community Boards</li> <li>• Advisory Boards</li> </ul>

### PERSON SPECIFICATION

<b>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</b>	Prefer a bachelor's degree in a relevant field (Public Policy, Law, Indigenous Studies, Policy) however relevant
<b>EXPERIENCE</b>	<p>Minimum of 5 years working in policy, legal development/analysis, - with a focus on Māori policy and its impact</p> <p>Strong understanding of Te Ao Māori me ona Tikanga</p> <p>Work experience in Māori Systems and Structures, including Whenua Māori and Post Settlement Governance Entities.</p> <p>Expertise in legislative processes and compliance</p> <p>Excellent communication and relationship management skills</p> <p>Proven ability to work collaboratively and on your own accord</p> <p>Analytical mindset with the ability to provide evidence-based recommendations</p> <p>Knowledge of Te Reo would be an advantage</p>

<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Demonstrated experience working with whānau, hapū and Iwi in a post treaty settlement landscape</p> <p>Demonstrated experience in communications and public speaking, including facilitation of hui</p> <p>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.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement</p>
<b>OVERALL</b>	<p>Working away from home and weekends as planned will be expected</p> <p>Willing to commit to a criminal history check</p> <p>Full clean current drivers licence.</p>

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

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date

# OUR VISION AND VALUES

*Tō tātau matakiteanga  
me ngā wāriutanga*

OUR VISION *Ngā matakiteanga*

 **Better Together**  
**Toitū te Kotahitanga**

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 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 work as one team**  
**Toitū te Mahi Tahi!**

- 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

**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