



## Job Description

Job title	Pou Ngaio (Technical/Cultural Specialist)
Group	Strategy & Science
Section	Māori Policy
Responsible to	Maori Policy Team Leader
Responsibility for employees	None
Date	August 2017

### Job purpose

The role will provide input to assist Council in fulfilling its requirements under the Resource Management Act (RMA), 1991, Local Government Act (LGA) 2002, Treaty Legislation and other relevant Acts, while also providing support to iwi in building their capacity and capability on matters relating to the RMA and LGA.

### Functional relationships (relating to others)

External	Purpose and frequency of contact	
• Maori	• Engagement/relationships	Regularly
• Planning	• Service delivery/advice	Case by case
• Community	• Service delivery	Regularly
• Crown agencies	• Engagement/relationships	Occasionally
• Councils	• Engagement/relationships	Occasionally
• Submitters	• Engagement/relationships	Occasionally
• Interested parties	• Service delivery	Regularly
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Internal	Purpose and frequency of contact	
• Chief Executive	• Service delivery	When required
• Councillors	• Advice/relationships/cultural	When required
• Staff	• Advice/relationships/cultural	By assignment
• Group Managers	• Advice/relationships/cultural	By assignment
• Students	• Mentoring/coaching	Occasionally

## Key result areas

The job encompasses the following major functions or key result areas:

- Key competencies
- Project management
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

## Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p><b>1 Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Provide advice and support to staff on matters relating to Māori legislative provisions for resource consent processes.</li> <li>• Foster the capacity of Māori to contribute to decision-making processes.</li> <li>• Provide advice and support to staff on cultural impact assessments.</li> <li>• Develop high quality reports and assessments.</li> <li>• Support the implementation of mātauranga Māori into work processes.</li> <li>• Maintain a high level of technical knowledge within specialist areas including resource management policy and planning, Treaty legislation, case law and hapū/iwi resource management plans.</li> <li>• Undertake Māori engagement as directed by the Strategic Engagement Manager.</li> <li>• Provide back up support to the Māori Policy team and Māori Policy advisors as directed by the Strategic Engagement Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and application of RMA legislative provisions for Māori in planning and policy work.</li> <li>• Reports and specialist advice is accurate, timely and provided to a high standard.</li> <li>• Attendance and presentation of evidence in the Environment Court, in support of regional council decisions.</li> <li>• Tikanga, Te Reo and mātauranga Māori are respected and integrated in planning processes.</li> <li>• Māori Policy and planning input and involvement in RMA matters is to a high standard.</li> <li>• Māori engagement is carried out in an appropriate and timely manner.</li> <li>• Māori Policy Team are mentored on RMA planning and policy development</li> </ul>
<p><b>2 Project Management</b></p> <ul style="list-style-type: none"> <li>• Contribute to nominated project teams as directed by the Strategic Engagement Manager.</li> <li>• Promote and support the use of culturally appropriate conduct in relevant projects.</li> <li>• Monitor external contracts, ensuring satisfactory performance in accordance with work briefs and contract requirements.</li> <li>• Prepare relevant project budgets with guidance from senior staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributors understand project objectives; the project is managed effectively and completed on time and within budgets.</li> <li>• Contract outputs are successfully achieved.</li> <li>• Project outcomes meet quality standards and legislative and cultural requirements.</li> </ul>
<p><b>3 Relationship management</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain close internal/external working relationships and contacts with staff,</li> </ul>	<ul style="list-style-type: none"> <li>• Effective, professional relationships and partnerships are developed and maintained</li> </ul>

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p>Councillors and Māori (individuals/groups).</p> <ul style="list-style-type: none"> <li>Establish and maintain relationships with settled iwi groups.</li> <li>Tikanga, Te Reo Māori and mātauranga Maori is implemented where relevant and appropriate.</li> <li>Act as an ambassador/representative for Council at relevant conferences, hui, wananga and other networking events.</li> <li>Ensure interactions with Councillors are undertaken in a professional manner at all times.</li> </ul>	<p>with internal and external contacts.</p> <ul style="list-style-type: none"> <li>Māori have confidence and trust in how relationships are managed and supported.</li> <li>Tikanga and Te Reo Māori is enabled and respected throughout relationships.</li> <li>A professional and culturally inclusive image is conveyed in public forums.</li> <li>Councillors have confidence in the support and advice received.</li> </ul>
<b>4 Corporate contribution</b>	
<ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> <li>Implement the principles of the Treaty of Waitangi in work practices and processes.</li> <li>Implement and promote Councils corporate values.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.</li> </ul>

## Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

## Freedom to act

Able to Act in a manner that supports expectations of this specialist role. In making decisions the job holder will have access to guidance and support from their manager and senior staff, specialist consultants and subject matter experts, procedures, policies and cultural experts.

## Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of Māori cultural, technical and legal knowledge within specialist areas including legislative requirements, planning cycles, case law, national policy, issues, trends and initiatives (frequently).
- Building and enhancing Māori capacity and capability for relevant entities (frequently).
- Integrating and incorporating Tikanga, Te Reo and mātauranga Māori (frequently).

- Being able to undertake or facilitate complex negotiations (occasionally).
- Make on the spot decisions autonomously within the bounds of internal policy/practice.
- Able to assess complex issues and respond wisely (eg Treaty and Tribal political issues).
- Can analyse risks and opportunities when engaging with Māori and consent applicants.
- Can assist consent staff to resolve or facilitate for the resolution of complex communication impasses between Māori stakeholders and consent applicants on a case by case basis.
- Has the discernment to acknowledge when to call on higher level advice, or to recommend an end to ongoing facilitation services – on a case by case basis.

## Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- Ability to promote and enable the incorporation of Te Ao Māori and Māori values within western paradigms.
- Ability to understand and/or communicate/facilitate engagement in Te Reo Māori.
- Required to support conflict resolution and deal with challenging individuals or groups.

## Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• Bachelor degree in environmental resource, science or planning, law, social science, geography or equivalent level 5 Māori tertiary degree</li> <li>• Min 5 years post qualification experience involving a wide range of resource consent, planning, policy or Māori environmental/kaitiaki work</li> <li>• Ability to converse in Te Reo Māori</li> <li>• A valid driver's licence required*<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate degree</li> <li>• Conflict resolution and/or negotiation training</li> <li>• Current hearing commissioner qualification</li> <li>• Member of a professional body</li> <li>• Facilitation/training experience</li> </ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• Good knowledge of Te Reo Māori</li> <li>• Understanding of the application/implementation of Tikanga Māori</li> <li>• Excellent analytical and research skills</li> <li>• Ability to apply mātauranga Māori frameworks to support council projects</li> <li>• Knowledge of relevant legislation, regulations, case law, national policy, issues and trends</li> <li>• Excellent writing skills</li> <li>• Experience in engaging with Māori,</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained in central or local government organisation</li> <li>• Experience gained in reputable Māori organisations</li> <li>• Existing networks with Iwi-Māori in the Bay of Plenty</li> <li>• Facilitation/public speaking capability</li> </ul>

<sup>1</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

stakeholders and the general public <ul style="list-style-type: none"> <li>• Able to confidently present/speak in public forums such as marae hui, conferences, wanaga or other public speaking events</li> </ul>	
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**Key skills / attributes / job specific competencies**

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> <li>• Relationship management and collaboration – ability to successfully manage a wide network of relationships and facilitate share outcomes</li> <li>• Communication – accurately and clearly convey timely information and ideas, using a style and manner of presentation that is appropriate to the target audience. Articulate in oral and written communications</li> <li>• Problem/conflict resolution – act on identified needs and expectations and resolve issues and problems of co-governance forums ensuring that actions and decisions address forum members needs and expectations. Ability to foresee and avoid problems before they occur wherever possible</li> <li>• Research and analysis – comprehensive researching, analysing and summarising of information, making sense of large amounts of data; understanding significant Māori issues such as the Treaty landscape, Māori economy, sustainability and kaitiakitanga</li> <li>• Emerging issues - Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned recommendations and decisions</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Well-developed computer ability</li> <li>• Writing of clear concise reports</li> <li>• High level of project and time management</li> <li>• Proficiency in oral presentations</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Community, cultural and political awareness</li> <li>• Iwi-Māori dynamics in the region</li> <li>• Significant Māori issues, national, regional and local</li> </ul>

**Personal attributes / key behaviours**

- Ability to positively demonstrate the Bay of Plenty Regional Council’s organisational values of Trust, Integrity, Courage, Manaakitanga, Kotahitanga and Whanaungatanga
- Is a team player and actively contributes to team, group and organisational activities
- Ability to respect and apply Māori perspectives in daily work routines
- Negotiation skills with the ability to resolve conflict situations
- Self-motivated and able to work unsupervised
- Effective time management and work prioritisation
- Loyal to the vision of the organisation

**Other requirements**

- May require frequent travel within or outside Bay of Plenty region

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- Occasionally travels outside the Bay of Plenty region
  - May be required to attend off-site meetings, hui, events or site visits outside of working hours
  - Occasionally required to manage and resolve conflict situations regarding policy implementation
  - May be required to give evidence before the Environment Court and participate in Court assisted mediation.
  - A reasonable level of fitness is required for conducting site inspections.

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## **Change to job description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder.

This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

### **Recommended:**

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Manager

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Date

### **Approved:**

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Manager

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Date

### **Discussed with incumbent:**

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Employee

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Date



## Our values - our journey

### ***A tatou haerenga***

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do  We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p><b>Mana</b></p> <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Having strength and courage</li> <li>▪ Being a positive influence</li> <li>▪ Being proud and courageous</li> <li>▪ Professionalism</li> </ul> <p><b>Manaakitanga</b></p> <ul style="list-style-type: none"> <li>▪ Trust and respect</li> <li>▪ Reciprocity (sharing)</li> <li>▪ Nurture/support</li> </ul> <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> <li>▪ Unity</li> <li>▪ Strong emphasis on collaboration</li> <li>▪ Being inclusive</li> <li>▪ Nurturing a positive team spirit</li> <li>▪ Sense of ownership</li> </ul> <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> <li>▪ Strong focus on relationships.</li> <li>▪ Having fun and being happy</li> <li>▪ Socialising, including the importance of friends</li> <li>▪ Supporting each other</li> </ul> <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>