

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Te Pou Whakarae / Senior Manager, Māori Partnerships		
Responsible to:	Chief Executive		
Responsible for:	Senior Advisor Māori Partnerships		
Salary Range:*	\$129,929 (85%)	\$152,858 Mid-Point	\$175,787 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

The Māori Partnerships team provides the following role and functions within the Council:

- Provide quality advice and strategic support and leadership to the Council, Chief Executive, senior leadership and wider staff in order to enable effective partnerships and engagement with, and meaningful participation in the Council's work and processes by, tāngata whenua.
- Work with teams across Council to ensure the effective operation of the Council's Māori Standing Committee and Regional Planning Committee, including managing agendas and advice, and liaising with Committee Chairs, Co-Chairs and Māori representatives.
- Ensure that the Council is informed of Māori perspectives, and is meeting its Māori-specific statutory and Treaty Settlement obligations in the work that it does.
- Ensure that Council staff develop an appropriate level of understanding of tikanga and te ao Māori, and its implications, for their work.
- Recognise the mana and aspirations of Ngāti Kahungunu, the principal iwi of our takiwa.

Role of Te Pou Whakarae/Senior Manager, Māori Partnerships

The role of Te Pou Whakarae is a senior executive role established to provide organisation-wide leadership, guidance and representation in the Regional Council meeting its aspirations for successful partnerships and engagement with tāngata whenua incorporated in its daily business.

Role Expectations

- Reporting to the Chief Executive, you and your staff will be responsible for supporting partnerships and engagements that preserve and strengthen relations with iwi/hapu and Māori communities across the region. Critical to this role is the ability to develop and facilitate enabling processes that increase the capacity of tāngata whenua and Council to engage meaningfully in decision making that aligns with the Council's strategic direction and meets statutory requirements.
- Through your networks you will have an understanding of the aspirations, expectations and strategic directions held by Ngāti Kahungunu and its hapū.

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- You will ensure the Council is continuously aware of issues of interest and concern to tāngata whenua, and is positioned to proactively and appropriately respond to these as they arise. To do this you will maintain regular contact with the region's Māori iwi/hapū and Treaty Settlement representative organisations, and be active within the flax roots of the community.
- You will ensure the values and views of Māori within the region are represented within Council decision-making processes. You will also guide, support and advise the Council's senior leadership to ensure the Council's obligations to Māori are met through proactive engagement and culturally appropriate policies and processes. You will be responsible for interpreting the law and legal advice into local government and resource management policy and processes.
- You will act as the principal advisor to Council on kaupapa Māori and be able to successfully navigate elected representatives and the Council executive through rangatira ki te rangatira relationships. The successful applicant for this role will demonstrate the ability to positively influence others, build meaningful connections, and think and act innovatively.
- This role requires proven ability to successfully navigate and strengthen Māori and iwi relationships, capability to work confidently in an integrated manner, and be problem solver who can make things happen while balancing the need to build and maintain strong affiliations in a challenging political and cultural environment.
- You will be driven to achieve results, be an effective relationship builder, and have strong leadership, analytical and communication skills. You will have proven experience in developing and fostering relationships across diverse audiences including stakeholders and elected members within the organisation.

Continuous Improvement

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and your Manager, the Chief Executive.
- Effectively incorporating Te Reo me ōna Tikanga Māori within the business of the Council.
- Taking part in training and development opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager, the Chief Executive.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager, the Chief Executive.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving and receiving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision-making processes.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills

- Existing, or demonstrably emerging, mana and influence as a respected leader.
- Excellent relationship building, problem solving and conflict resolution skills.
- Fluency in Te Reo and strong knowledge of Tikanga and Te Ao Māori.

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- Excellent written and verbal communication skills in both Te Reo and English.
- People leadership, and project and budget management experience.
- A basic understanding of public policy, legal and scientific concepts.
- A relevant tertiary level qualification.
- Experience in resource management and/or local government would be an advantage.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:	Partnership and Collaboration	We work with our community in everything we do
	Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	Transparency	We report on what we do and the value this delivers for our community
	Excellence	We set our sights and expectations high, and never stop striving to do better