

Position description

Position details

Position title: Senior Advisor

Group: Kaupapa Kura Taiao (KKT)

Location: Wellington

Financial delegations: Nil

Job band: G

Reports to: Manahautū Kaupapa Kura Taiao

Staff responsibilities: Nil

Job level: 2

About us: Doing good for New Zealand

We are New Zealand's independent environmental regulator. Our role is to help protect our country's unique way of life by looking out for the health of its environment, its economy and its people. Finding the right balance between these different priorities means we play a key role in safeguarding our identity, oceans, flora and fauna while supporting economic growth and considering the interests of Māori. By contributing to the work of the EPA, we are all helping to shape the future of Aotearoa, and doing good for everyone working, playing and living here.

Our vision

Our vision is an environment protected: enhancing our way of life and the economy and we place significant importance on:

- understanding our customers and placing them at the centre of our work (Customer Centric)
- working or partnering with others, both within New Zealand and internationally (Partnership Plus)
- providing a clear, authoritative voice and sharing our knowledge (One EPA)
- delivering our work through capable and empowered staff (People Potential).

Our values

- Passionate people working as One EPA
- Big ideas, bold goals and aspirations
- Who we are, our identity and our purpose
- Our customers and partners and service to the nation
- Scientific endeavour, mātauranga Māori, and evidential decision making
- Being full of life through diversity of people and ideas

Group purpose

Kaupapa Kura Taiao (Māori Policy and Operations Group):

- Provides advisory and executive support to Ngā Kaihautū
- Provides advice on the incorporation and consideration of Māori perspectives in applications and submissions to the Authority and decision-making committees, and to EPA more broadly, in regard to all of the functions of EPA.
- Promotes knowledge and understanding of the Treaty of Waitangi within the EPA.
- Manages programmes and initiatives associated with Māori participation and perspectives.

Position purpose

The purpose of the Senior Advisor Māori position is to contribute to or lead the provision of advice, analysis and management of policy, process and relationships that ensure the effective participation of Māori in EPA decision making.

Accountabilities

Accountability	Performance measures
<p>Executive Support for Ngā Kaihautū</p> <ul style="list-style-type: none"> • Provide advice to Ngā Kaihautū as required, on the broader activities of the EPA and the Authority • Attend Ngā Kaihautū meetings when and as required • Carry out duties for Ngā Kaihautū as determined by the General Manager Māori including the preparation of papers, research and other activities as required • Coordinate inputs to the work of Ngā Kaihautū from other staff of the EPA 	<ul style="list-style-type: none"> • Support, advice and duties are delivered to a high standard and in a timely manner that enables Ngā Kaihautū to be fully informed and capable of discharging their statutory responsibilities.
<p>Advice on matters of interest to Māori</p> <ul style="list-style-type: none"> • Lead or assist in reviewing applications and contributing to their assessment, as required by the General Manager Māori in accordance with agreed criteria, and refer applications to Ngā Kaihautū for consideration where appropriate 	<ul style="list-style-type: none"> • High quality, clear and evidence based technical and other advice and analysis is delivered in a timely manner. • Advice and participation contributes to the effective incorporation of Māori interests and perspectives in EPA decision making.

Accountability	Performance measures
<ul style="list-style-type: none"> • Lead the provision of advice and training within the EPA on matters of interest and relevance to Māori, including protocols and other activities involving tikanga Māori and Māori perspectives • Contribute to the provision of advice to applicants and prospective applicants on matters of interest to Māori in relation to applications • Participate in the audit of delegated decision making and to the analysis of the Authority's decisions with particular regard to the appropriate participation and incorporation of Māori perspectives. 	
<p>Manage relationships with Māori</p> <ul style="list-style-type: none"> • Contribute to and/or lead the effective development and management of the organisations relationships with Māori • Contribute to and/or lead the development and management of programmes and initiatives aimed at improving the participation of Māori in EPA decision making processes • Contribute to the maintenance of networks (including Iwi Authorities and Māori groupings) to ensure that the EPA is well informed about matters of interest to Māori, and so that input from Māori can be effectively sought when required 	<ul style="list-style-type: none"> • Inputs contribute to the effective management of positive relationships with Māori. • Māori are able to effectively participate in EPA decision making processes and other activities. • The quality and relevance of the information provided by Māori is high and of value to informing EPA decision making.
<p>General</p> <ul style="list-style-type: none"> • Prepare correspondence, reports, policies and papers as required • Contribute broadly to the policy and analytical work and development of the EPA from a Māori perspective, including but not limited to, decision-making and compliance 	<ul style="list-style-type: none"> • Information prepared is of a high quality and suitably tailored to the needs of a range of stakeholder groups.

Accountability	Performance measures
<p>frameworks, research and investigations, and public awareness</p> <ul style="list-style-type: none">• Provide information (including educational material), as requested, to Māori and related stakeholders about the functions of the EPA, and their related activities and issues• Undertake other appropriate tasks as required	

All EPA accountabilities

Accountability	Performance measures
<p>Relationship management</p> <ul style="list-style-type: none"> • Develops and maintains relationships, and engages collaboratively with internal customers, key stakeholder, suppliers and Customers. • Actively supports our customer-focused culture by providing timely, high quality, relevant advice and service delivery to internal and external customers. 	<ul style="list-style-type: none"> • The needs of all parties are met in a timely and effective way.
<p>Team contribution</p> <ul style="list-style-type: none"> • Regularly demonstrates a positive, open and collaborative manner when contributing to their team, wider group and the EPA's objectives and activities. • Shares expertise and knowledge within own team, across wider group and the EPA. 	<ul style="list-style-type: none"> • Contribution to the team enhances the team wellbeing and helps improve the productive output of the team.
<p>Personal development</p> <ul style="list-style-type: none"> • Takes individual responsibility for seeking internal or external learning opportunities to enhance expertise and/or further career growth. 	<ul style="list-style-type: none"> • Has established and is working through a personal development or career development plan with manager.
<p>Health and wellbeing</p> <ul style="list-style-type: none"> • Takes responsibility for continuously upholding • EPA's health and wellbeing policies by: <ul style="list-style-type: none"> ○ reporting all hazards, accidents, incidents and near misses ○ practicing safe work methods to prevent injury or illness ○ actively participating in health and wellbeing initiatives including suggesting any improvements. 	<ul style="list-style-type: none"> • Accidents or incidents are reduced as a result of proactive health and safety practices.
<p>Treaty of Waitangi obligations</p> <ul style="list-style-type: none"> • Establishes effective relationships with Māori and other stakeholders to ensure that obligations under the principles of the Treaty of Waitangi are met. 	<ul style="list-style-type: none"> • Considers the effect on Māori when undertaking their job and contributes to the enhancement of the EPA's relationship with Māori.

Key working relationships

All staff are responsible for developing and managing key working relationships with internal customers and stakeholders they may liaise with in the course of their positions. This position liaises specifically with:

Internal

- Managers and staff across all groups
- The EPA Board and their sub committees.
- Ngā Kaihautū Tikanga Taiao

External

- Iwi/Māori organisations and networks.
- Applicants and potential applicants.
- Submitters.
- Government agencies

Skills, Knowledge and Experience

To be performing successfully in this position, the following essential and/or desirable qualifications, experience, knowledge and skills are required.

Qualifications	Experience	Knowledge	Skills
<ul style="list-style-type: none"> A tertiary qualification in a relevant area of expertise (e.g Science, Environmental Management, Māori Resource Management, or other tertiary qualification with relevant experience). 	<ul style="list-style-type: none"> Sound experience working with Māori and/or matters of interest to Māori, preferably in a NZ public sector environment Sound experience in a similar regulatory environment position preferred (<i>highly desirable</i>) Proven experience in analysing and considering information of importance to Māori in a regulatory or environmental management context Sound experience communicating Māori matters between applicant communities and Māori 	<ul style="list-style-type: none"> Sound knowledge of Māori interests as they relate to EPA functions Sound knowledge of Tikanga and Mātauranga Māori Some understanding of machinery of government processes and systems (<i>desirable</i>) 	<ul style="list-style-type: none"> Proven analytical thinking and writing skills Intermediate to Advanced proficiency in te reo Māori (<i>desirable</i>) Sound MS Office application skills (Word, Excel and Outlook) applications skills Exceptional interpersonal skills with an ability to work cooperatively and sensitively with a wide range of people

EPA core competencies level 2* (in addition to level 1)

The core competencies refer to the individual attributes or characteristics, such as motives, attitudes and values, for performing the 'how' of tasks or activities by staff in their positions. The following competencies are aligned with our vision, mission and values.

*(Refer to EPA Core Competency Framework for further information).

Communicating and connecting	Big picture thinking	Applying knowledge	Day-to-day delivery	Leadership
<ul style="list-style-type: none"> • Takes on a peer review and mentoring role in teams. • Provides support to other team members to resolve conflict. • Anticipates changes in stakeholder needs and expectations. • Identifies other people's expectations and manages response to concerns. 	<ul style="list-style-type: none"> • Identifies wider issues and problems that may impact on own work objectives. • Identifies what issues need to be communicated to management. • Demonstrates an understanding of the risks to the EPA and to the Government of own actions/inactions. 	<ul style="list-style-type: none"> • Identifies broader influences that may impact on own work. • Provides guidance and coaching to others. • Takes preventative action to ensure risks are mitigated and escalates if there are organisational impacts • Applies learnings from experiences to new and different situations. 	<ul style="list-style-type: none"> • Draws on expertise to make connections across diverse sectors. • Thinks laterally, identifies and implements improved work practices. 	<ul style="list-style-type: none"> • Develops skills to coach staff. • Motivates and inspires peers. •