



Position description

Title: Senior Advisor Māori Engagement and Operations

Group: Kaupapa Kura Taiao

Reports to: Manager, Māori Engagement

Band: 17

Location: Wellington

Date: 30/08/2023



Our vision

Our vision is an environment protected, enhancing our way of life and the economy.

Woven into how we approach our work and our vision, are four strategic pillars:

- One EPA: many experts, one authoritative voice, supported by evidence and science
- Customer Centric: approaching our work from the start to the finish with the customer front of mind
- Partnership Plus: working collaboratively for success, both within New Zealand and internationally
- People Potential: delivering our work through capable and empowered staff



Group purpose

The purpose of Kaupapa Kura Taiao group is to drive transformational change in the EPA, guided by Te Ao Māori and excellent regulatory practice aligned with He Whetū Mārama.

Kaupapa Kura Taiao is made up of two business units each with specialist expertise that work across the EPA:

- Māori Engagement and Operations champions He Whetū Mārama and the EPA's Mātauranga Framework; and leads Māori engagement to enable effective Māori participation in the EPA's policies, processes and decisions.

- Regulatory Systems develops and improves EPA's environmental legislation, and regulatory direction, processes, and capability.

He Whetū Mārama is the framework that guides the EPA in the undertaking of its statutory and other obligations to Māori. It is based on our EPA waiata which recognises that the unique relationship of Māori to the environment informs EPA decision making.



Position purpose

The Senior Advisor Māori Engagement and Operations reports to the Manager Māori Engagement and Operation within the Māori Engagement and Operations team.

The purpose of the team is to provide high-level strategic leadership, policy and operational advice to the Chief Executive, Executive Leadership Team, EPA Board and EPA decision making committees. This includes providing advisory and executive support to Ngā Kaihautū Tikanga Taiao, the EPA's statutory Māori Advisory Committee.

Through the development and implementation of strategic frameworks and plans, including He Whetū Mārama and the EPA's Mātauranga Framework, the team provides advice on policy to improve the EPA's environmental legislation and the incorporation and consideration of Māori perspectives in all functions of the EPA.

The team also promotes knowledge and understanding of the Treaty of Waitangi, Te Tiriti o Waitangi within the EPA, including the development of cultural capability of EPA staff and decision makers.

The Senior Advisor contributes to the team purpose by leading policy advice and analysis, and work programmes that enable te ao Māori perspectives to inform all functions of the EPA and to support the effective participation of Māori in EPA decision making. This includes:

- Proactively identify regulatory risks and recommend mitigations to the Manager Māori Engagement.
- Support the EPA's strategic direction by determining, implementing and reviewing regulatory change opportunities that aligns with the EPA's strategic ambition.
- Provide frank policy advice to ensure complex policy programmes on complicated issues with significant sensitivity and risk address matters from a Māori perspective.
- Deliver and present free and frank regulatory advice.
- Engage with other business teams and groups across the EPA to assist with the delivery of the EPA's commitment to He Whetū Marama and our regulatory work programme.
- Provide leadership and strategic advice that enables the EPA to engage meaningfully with Māori at regional and national levels.



Key relationships

Internal relationships

- Ngā Kaihautū Tikanga Taiao (Ngā Kaihautū) members
- EPA Board
- Ngā Toi Whakatere Tikanga Taiao (the EPA Board and Ngā Kaihautū as a collective)

- EPA decision-making committees
- Ministerially appointed Boards of Inquiry
- Executive Leadership Team
- Managers and staff across all groups

External relationships

- Iwi, hapū, and Māori communities, organisations and networks
- Applicants and potential applicants
- Industry groups
- Submitters
- Officials from other government agencies
- Te Herenga network (EPA's regionally based network of kaitiaki)
- Researchers, academics and others from the science and environmental community
- Consultants and contractors, as required
- International agencies and indigenous groups



Dimensions

- **Size of the team:** Nil
- **Indicative budget scope:** Nil
- **Statutory delegations:** Nil



What the position involves



Accountabilities

Relationship management

- Proactively develops and maintains relationships, and engages collaboratively with internal customers, Māori at iwi and hapū level, key stakeholders such as government agencies, industry groups and other clients.
- Actively supports our customer-focused culture by providing timely, high quality, relevant advice and service delivery to internal and external customers.
- Act with integrity while influencing and building alignment between issues and people.
- Understand the various roles, interests and agendas of Māori at the iwi and hapū level, key stakeholders such as government agencies and industry groups, and can factor this into the approaches to be adopted and the advice to be provided.

Team contribution

- 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 EPA.
- Finds opportunities to mentor others to build their policy and operational capability, and understanding of te ao Māori.

Personal development

- Takes individual responsibility for seeking internal or external learning opportunities to enhance expertise and/or further career growth.

Health and wellbeing

- Takes responsibility for continuously upholding EPA's health and wellbeing policies by:
 - 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.

Executive Support

- Provides advice and analysis to Ngā Kaihautū to enable the delivery of their work programme and its connection to the regulatory functions of the EPA
- Attends Ngā Kaihautū meetings when and as required
- Carry out duties for Ngā Kaihautū as determined by the Manahautū Kaupapa Kura Taiao including the preparation of papers, research, report writing and other activities as required
- Coordinates inputs to the work of Ngā Kaihautū from other staff of the EPA

Advice on matters of interest to Māori

- Leads the review and assessment of Hazardous Substance, New Organism, Exclusive Economic Zone marine applications from a Māori perspective in accordance with agreed criteria and refer applications to Ngā Kaihautū for consideration where appropriate.
- Provides 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.
- Provides advice to applicants and prospective applicants on matters of interest to Māori in relation to applications.
- Participates 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.

Manage relationships with Māori

- Contributes to the effective development and management of the organisation's relationships with Māori.
- Leads the development and management of programmes and initiatives aimed at improving the participation of Māori in EPA decision making processes.
- Mentors EPA colleagues to build their understanding of te ao Māori so they can take a leadership role in engaging with Māori specific to programmes and initiatives in their functional areas.
- Builds connections that enhance the relationship and mana of networks (including Iwi Authorities and Māori groupings) to ensure that the EPA is well informed about matters of interest to Māori, so that input from Māori can be effectively sought when required.
- Has knowledge and understanding to confidently:
 - apply a Te Ao Māori lens, mātauranga and kaupapa Māori, Treaty frameworks and related jurisprudence to policy and operational advice to seek improved outcomes for iwi, hapū, whānau and other Māori, and to support Māori Crown relationships.
 - identify diverse Māori rights and interests (including in Treaty settlements) early in the development of advice to ensure any proposals reflect the Treaty | Te Tiriti and meet the Crown's legislative commitments.
 - support Māori Crown relationships and increase understanding of Māori perspectives by:
 - engaging early, respectfully, and effectively with respective Māori organisations to understand the perspectives of iwi, hapū, whānau and other Māori.
 - describing the impact of policies for iwi, and hapū
 - observe tikanga, and regularly apply te reo Māori communication skills in own work.

Operational Policy

- As required, prepare briefings, report papers, recommendations and presentations to effectively communicate policy issues to internal and external stakeholders.
- Work with others to identify and use frameworks and methods of analysis, appropriate to different situations and complexities of policy challenges (e.g. Te Ao Māori frameworks).
- Work effectively with frontline staff and research teams to appropriately gather, store, and use data, evidence, and information from communities and stakeholders, while meeting legal, cultural, privacy, ethical, and security requirements.
- Provide free and frank advice to EPA Board, ELT, decision makers and Ministers that:
 - tells a compelling story and shows what needs to be done to make desired outcomes happen
 - puts decisions in context
 - identifies diverse Māori rights and interests, including any Treaty settlement commitments
 - reflects diverse perspectives and values of communities and stakeholders
 - is honest, apolitical, and constructive, and outlines risks and mitigations
 - sets out clear, action-oriented, and realistic recommendations
 - anticipates the decision maker's needs and next steps.

General

- 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 frameworks, research and investigations, and public awareness
- Provide information (including educational material), as requested, to Māori and EPA stakeholders about the functions of the EPA, and their related activities and issues
- Undertake other appropriate tasks as required



Treaty of Waitangi Obligations

Incorporates tikanga Māori to establish and maintain effective relationships with Māori and other stakeholders to ensure that obligations under the principles of the Treaty of Waitangi are met.



Values and behaviour

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

- 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.



The value you will bring



Knowledge

- Sound knowledge of Māori rights and interests as they relate to EPA functions and an ability to apply these in an operational policy context
- Sound knowledge of key Māori concepts
- Sound knowledge of developing and implementing strategic frameworks from a Māori perspective, and change management processes to support implementation
- Understanding of machinery of government processes and systems (desirable)



Skills

- Strategic agility
- Politically savvy
- Intellectual ability, including problem solving and analytical thinking

- Strong written and verbal communication skills
- Intermediate to advanced proficiency in te reo Māori me ōna tikanga
- 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
- Ability to influence those with whom there is no direct reporting relationship



Experience

- Sound experience working in a Te Ao Māori setting and NZ public sector environment.
- Sound experience in a similar regulatory environment position preferred (highly desirable)
- Proven experience in analysing and considering information of importance to Māori in a regulatory or environmental management context, and implementing the operational policy that arises
- Sound experience communicating kaupapa Māori between applicant communities and iwi, hapū, whānau, hāpori Māori and other Māori.
- Proven experience in developing and maintaining enduring relationships at all levels across an organisation, and external to an organisation, in particular with Māori organisations.