

<b>POSITION TITLE:</b>	Manager, Māori Partnerships		
<b>GROUP:</b>	Community and Partnerships	<b>SECTION:</b>	Māori Partnerships
<b>REPORTS TO:</b>	Te Pou Whakarae		
<b>RESPONSIBLE FOR:</b>	Kaihautū Putaiao Mātauranga Māori, Advisor Kaupapa Māori, Advisor Hononga Māori, Māori Partnerships Coordinator		
<b>FAMILY:</b>	OM3	<b>GRADE:</b>	20
<b>DATE:</b>	June 2026		

### HBRC STRATEGY

#### Our Vision:

We want a healthy environment and a resilient and prosperous community.

#### Our Purpose:

We work with tangata whenua and 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:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitanga:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

#### Our Focus:

- Water quality, safety and climate-resilient security ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- Climate-smart and sustainable land use ~ *Kia koj, kia toitū hoki te whakamahinga o te whenua.*
- Healthy, functioning and climate-smart biodiversity ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- Sustainable and climate-resilient services and infrastructure ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

### POSITION SUMMARY

The Manager, Māori Partnerships is responsible for leading Council's Māori Partnerships function and ensuring Council meets its participation, partnership, and Te Tiriti o Waitangi obligations in a consistent, coordinated, and effective manner.

The role provides strategic leadership for the integration of kaupapa Māori, mātauranga Māori, and hononga Māori across Council policy, planning, programmes, and decision-making processes. It ensures Māori considerations are identified early, addressed appropriately, and reflected in Council outcomes.

Reporting to Te Pou Whakarae, the role has full people leadership of a specialist team and is accountable for setting direction, managing demand, maintaining role clarity, and providing assurance to senior leadership and governance on Māori partnership matters.

The role has oversight of Council's formal Māori partnership and co-governance arrangements, including Treaty settlement relationships, Memoranda of Understanding, and other formal agreements, ensuring commitments are implemented, monitored, and embedded into Council practice.

#### GROUP AND TEAM GOALS:

Tū Hono Rau – Community and Partnerships is the Council's integrated function for communications, engagement, kaupapa Māori and Te Tiriti leadership.

Its purpose is to strengthen Council's relationships with tāngata whenua and the wider community, ensuring participation and partnership are embedded in all decisions, and uphold a visible and trusted presence.

All roles within Tū Hono Rau share collective responsibility for the success of this kaupapa and for the wider Council. Each position is expected to:

- **Uphold Te Tiriti o Waitangi and kaupapa Māori values** – Embed Treaty principles and Māori worldviews in decision-making, service delivery, and daily practice, supporting equitable participation and meaningful partnership.
- **Strengthen community connection and trust** – Build enduring relationships with iwi, hapū, community groups, and regional stakeholders, ensuring Council remains a visible and trusted presence.
- **Champion the Council's strategic narrative and brand** – Support a coherent regional voice and protect Council's reputation through consistent messaging, high standards, and authentic storytelling.
- **Support integrated strategic partnerships** – Actively contribute to the cohesion of communications, engagement, Te Tiriti o Waitangi and kaupapa Māori functions within Tū Hono Rau to deliver unified strategic partnerships across Council.
- **Collaborate across functions** – Work seamlessly with colleagues across Communications, Engagement, and related strategic functions to deliver integrated outcomes and shared priorities.
- **Promote health, safety, and wellbeing** – Take responsibility for personal and team wellbeing and maintain a safe, supportive workplace.
- **Drive continuous improvement and stewardship** – Use resources wisely, embrace innovation, and seek opportunities to enhance systems, processes, and community outcomes.

#### JOB SPECIFIC ACCOUNTABILITIES

##### Strategic Leadership

- Lead Council's Māori Partnerships function, ensuring participation and partnership responsibilities are clearly defined, prioritised, and delivered.
- Establish and maintain approaches that embed kaupapa Māori, mātauranga Māori, and hononga Māori into Council systems, policies, and operational practices.
- Act as a senior steward of Te Tiriti o Waitangi obligations across the organisation.

##### People Leadership

- Provide full people leadership for the Māori Partnerships team, including performance management, capability development, workload management, and staff wellbeing.
- Set clear expectations and boundaries across specialist roles to ensure effective use of expertise and avoid role overlap.
- Build team capability to meet increasing organisational demand for Māori partnership and advisory support.

##### Organisational Advice

- Provide strategic advice to Te Pou Whakarae, the Executive Leadership Team, and senior managers on Māori partnership matters, risks, and obligations.
- Ensure Māori considerations are incorporated at the outset of policy, strategy, and programme development.
- Enable and oversee team contributions to advisory groups, technical working groups, and cross-Council initiatives.

##### Partnership Stewardship

- Oversee Council's approach to hononga Māori, ensuring relationships with iwi, hapū, and Māori organisations are managed consistently and respectfully.
- Ensure engagement and partnership activity aligns with agreed principles and supports sustainable, long-term relationships.
- Represent Council in senior-level Māori partnership forums as required.

### Co-Governance

- Provide oversight of Council’s Māori co-governance arrangements, including those established through Treaty settlements and statutory mechanisms.
- Ensure formal partnership agreements, including Memoranda of Understanding and relationship frameworks, are implemented and reviewed.
- Support organisational understanding of roles, responsibilities, and obligations arising from co-governance arrangements.

### Māori Outcomes

- Ensure systems are in place to monitor, track, and report on Māori outcomes across Council activities.
- Oversee the use of data and reporting to inform decision-making and demonstrate progress.
- Provide assurance on Māori outcomes to senior leadership and governance.

### Risk Management

- Identify and manage risks associated with Māori participation, partnership, and Te Tiriti obligations.
- Provide assurance that Council’s Māori partnership commitments are being met in practice.
- Lead continuous improvement of systems and practices to strengthen organisational maturity.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Other teams and managers

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Treaty settlement entities, Iwi and other community group
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can’t achieve change without the people (our community) outside our business. As expressed under our purpose statement, “working with our community” is at the heart of everything we do. Successful relationships involve building trust, which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

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

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- 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 other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## 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.
- 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.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuance Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Relevant bachelor's degree or equivalent tertiary qualification
- Minimum 3 years' management experience in a similar work environment or organisation
- Demonstrated competency in Te Reo Māori me ōna tikanga, including experience leading practices that are appropriate, accurate, and culturally grounded and informed.
- Valid driver's licence required

### Knowledge

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

- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

**Personal Attributes**

- Open-minded approach to learning, development, and collaborative working practices.
- Sound judgement and initiative
- Ability to foster and participate in a collaborative, cohesive team environment.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES 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.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name