

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Māori Engagement Coordinator	
Group/Section Details:	Group: Māori Partnerships	
Responsible to:	Te Pou Whakarae	Grade: 12
Job Family:	OS8	

Section Aims

The Māori Partnerships Group 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 understanding of Te Ao Māori (Māori view of the world) Recognise, acknowledge and partner with Tāngata Whenua entities across our region.

Role of Māori Engagement Coordinator

The role of Māori Engagement Coordinator is to predominantly provide executive assistance to the Te Pou Whakarae and support the Māori Partnerships Group to enhance engagement with Tāngata Whenua entities across our region. You will provide relevant, professional input into the roles and functions as outlined in the section aims to ensure the Māori Partnerships Group achieves its objectives. Your specific role of Māori Engagement Coordinator will require executive assistance, administrative support and coordination which will relate to your relevant skills and the needs of the role. It will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Provide effective executive assistance and administrative support to Te Pou Whakarae, Māori Partnerships Group, Council's Māori Committee and the Regional Planning Committee as required.
- Diary, travel and appointment management for Te Pou Whakarae, exercising judgment about priorities and time.

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- Monitor emails to allow for rapid prioritisation of workflows and any subsequent response.
- Assist with event management as required, liaising with all parties to ensure a successful outcome.
- Develop and maintain networks with wider management and staff.
- Support the Māori Partnerships Group to recognise, acknowledge and partner with Tāngata Whenua entities across our region.
- Maintain relevant databases that improve the ability of the Group to operate effectively e.g. Pātaka.
- Effectively contribute to the Group's planning processes, budget preparation and reporting requirements.
- Support, and actively become involved in the implementation of the Group's work plans and priorities.
- Provide effective customer service to internal and external clients seeking input from the Group.
- Support to the Maori Partnerships Group to ensure effective planning advice is provided for relevant Council planning documents.
- Participate in relevant research on national and local Māori issues and, where appropriate, assist with advice and recommendations to Council on these issues.
- Assist the Māori Partnerships Group to facilitate and enhance engagement with Māori in Hawke's Bay.
- Establish and maintain a close working relationships with internal and external stakeholders.
- Represent Council at various Hui or networking events, as is appropriate.
- Maintain professional links with the wider community.

HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Council's vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

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, including promoting HBRC in a positive manner, as assessed by your peers and Manager.

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- 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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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 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 when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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.

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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

Knowledge

- Strong understanding of Tikanga and Te Reo.
- Strong local networks or proven ability to establish strong relationships with a range of stakeholders.
- An understanding of relevant legislation e.g. Resource Management Act 1991 & the Local Government Act 2002 and the obligations to Māori would be an advantage.
- Demonstrated ability to deliver effective and efficient executive support.
- Experience in the preparation of meeting documentation, minute taking and meeting follow-up.
- High level of skills in Microsoft office suite.
- Ability to deal with confidential material.

Skills

- Well organised, able to prioritise multiple tasks and manage time to meet deadlines.
- Excellent administrative ability.
- Strong research ability.
- Exceptional verbal and written communication skills.

Personal Attributes

- Strong ability to building partnerships and working collaboratively with others to meet shared objectives.
- Strong desire to provide excellent customer service.

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- Proactive, methodical and intuitive.
- Ability to work under pressure.
- The capacity to understand the work and political environment of the Council, and the ability to identify how the role can contribute to achieving the Council's objectives.

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