

POSITION TITLE:	Māori Partnerships Coordinator		
GROUP:	Community and Partnerships	SECTION:	Māori Partnerships
REPORTS TO:	Manager, Māori Partnerships		
RESPONSIBLE FOR:	Nil		
FAMILY:	OS8	GRADE:	12
DATE:	February 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 Māori Partnerships Coordinator supports Council to track, monitor, and report on Māori partnerships and outcomes by maintaining accurate information, data, and records across programmes, projects, and contractual commitments.

The role focuses on ensuring Council has reliable evidence to demonstrate progress against Māori partnerships and outcomes, including those arising from strategies, programmes, funding arrangements, and formal agreements. This includes coordinating reporting inputs, maintaining registers and tracking tools, and supporting consistent use of Māori partnerships information across the organisation.

Reporting to the Manager, Māori Partnerships, the Māori Partnerships Coordinator works with Council teams and Māori Partnerships colleagues to ensure information is current, accessible, and fit for purpose. The role does not provide policy or cultural advice but supports decision-making through sound information and reporting.

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

Outcomes Tracking

- Maintain systems and tools to track Māori outcomes across Council strategies, programmes, projects, and initiatives.
- Support the collection, organisation, and maintenance of Māori outcomes data and information.
- Ensure outcomes information is accurate, current, and consistently recorded.

Reporting Coordination

- Coordinate Māori outcomes reporting for internal governance, executive reporting, and external accountability requirements.
- Collate information from across Council teams to support timely and accurate reporting.
- Support the preparation of dashboards, reports, and summaries that demonstrate progress and identify gaps.

Contract and Commitment Monitoring

- Maintain records of Māori-related commitments arising from contracts, funding arrangements, and partnership agreements.
- Track reporting requirements and timeframes linked to Māori outcomes commitments.
- Support visibility of obligations and delivery status across Council.

Information Management

- Maintain registers, databases, and documentation relating to Māori outcomes, engagement commitments, and reporting requirements.
- Support consistent use of information management systems and templates.
- Ensure information is stored and managed in line with Council requirements.

Organisational Support

- Provide information and reporting support to the Manager, Māori Partnerships and Māori Partnerships team members.
- Respond to requests for Māori outcomes information from Council teams, governance, and senior leadership.
- Escalate data quality issues, risks, or gaps to the Manager, Māori Partnerships.

Continuous Improvement

- Identify opportunities to improve Māori outcomes tracking, reporting processes, and information systems.
- Support the development of clearer measures and indicators where required.
- Contribute to improving transparency and accountability for Māori outcomes across Council.
- All other duties as requested by the position manager, as reasonable to the position.

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 tertiary qualification or equivalent experience
- Minimum of 2 years' demonstrated success and experience in a similar role, within a like environment.
- Strong competency in Te Reo Māori me ōna tikanga, including incorporating simple, appropriate Te Reo Māori into everyday written and verbal communication.
- 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 create harmony in a team.
- 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