



<b>POSITION TITLE:</b>	Principal Advisor - Māori Partnerships		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	HBCDEM
<b>REPORTS TO:</b>	Team Leader - Community Resilience		
<b>RESPONSIBLE FOR:</b>	n/a		
<b>FAMILY:</b>	TP4	<b>GRADE:</b>	20
<b>DATE REVIEWED:</b>	February 2026		

**HBRC STRATEGY**

**Hawke's Bay Emergency Management:** A resilient Hawke's Bay community | He Aumangea Hapori ki Te Matau a Māui

**HBRC Vision:** We want a healthy environment and a resilient and prosperous community.

**Hawke's Bay Emergency Management Purpose:**

Together, as a community, we aim to create a safe, informed and resilient Hawke's Bay that is prepared for, responds to, and recovers from emergencies and disasters well. Our community is at the heart of our civil defence system. We will build stronger connections, trust and empower local voices, and enhance collaboration across the region.

**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

**Hawke's Bay Emergency Management Focus:**

- **Coordinated and comprehensive emergency management outcomes for Hawke's Bay through:**
- **Reduction:** Local communities work together to reduce the risk of hazards
- **Readiness:** People and communities provide for their own safety and wellbeing
- **Response:** Response agencies are prepared, well coordinated and effective in response to an emergency
- **Recovery:** Communities and organisations recover from an emergency in an effective and efficient way

**POSITION SUMMARY**

The Principal Advisor – Māori Partnerships is responsible for working closely with the Team Leader – Community Resilience to ensure a strong Māori perspective is embedded across all aspects of Hawke's Bay Civil Defence Emergency Management.

This position champions the development of respectful, collaborative relationships with iwi, hapū and other Māori stakeholders, ensuring that tikanga, kawa, and mātauranga Māori are meaningfully incorporated into emergency management, resilience planning, and recovery efforts.

The Principal Advisor – Māori Partnerships provides cultural leadership across CDEM, ensuring that engagement practices reflect the principles of Te Tiriti o Waitangi. This position strengthens relationships between Māori communities, local authorities, and emergency management organisations, fostering mutual understanding and equitable participation.

This position involves:

- Travel within the region and occasional travel elsewhere in Aotearoa New Zealand.
- Participating in the 24/7 duty team roster and performing emergency response and recovery functions as necessary during emergencies.
- Staying calm under pressure and handling challenging environments are key qualities to be successful in this position.

#### **GROUP AND TEAM GOALS:**

The Hawke's Bay Emergency Management Office leads and coordinates emergency management for the region. It collaborates closely with councils, partner agencies, Tāngata Whenua, other organisations, and communities to ensure Hawke's Bay is ready for, can respond to, and can recover from emergencies.

The office provides:

- Advice and technical support to the CDEM Group Joint Committee, Coordinating Executive Group (CEG), and local councils.
- Leadership on hazard and risk planning across the region.
- Support and advice on risk reduction projects and research.
- Collaboration with Lifelines utilities (essential services and infrastructure providers) to reduce impacts from hazards.
- Development, implementation, and review of the CDEM Group Plan and supporting plans.
- Regional training, exercises, and professional development for emergency management staff.
- Public education and awareness campaigns at the regional level.
- Oversight and support for CDEM volunteers.
- Management of regional public alerting systems and consistent messaging.
- Coordination and management of the Emergency Coordination Centre (ECC) during large-scale events.
- Support for local councils during emergencies.
- Regional recovery planning and support for local recovery efforts.

The Hawke's Bay Emergency Management Office acts as the regional backbone for emergency management in Hawke's Bay. It ensures a coordinated and consistent approach across all councils and partners, supporting them before, during, and after emergencies, and leading regional readiness, response, and recovery activities.

The office is a shared service for the Hawke's Bay councils: Wairoa District Council, Hastings District Council, Napier City Council, Central Hawke's Bay District Council and Hawke's Bay Regional Council.

The Hawke's Bay Regional Council is the administering authority for the Hawke's Bay Emergency Management Office. All staff working for the Hawke's Bay Emergency Management Office are employed by the Hawke's Bay Regional Council.

Hawke's Bay Emergency Management Office staff are involved in coordinating responses to incidents that have a significant impact on communities and require coordination across emergency services and agencies. Staff may also need to monitor incidents as they develop and be ready to respond at short notice.

## JOB SPECIFIC ACCOUNTABILITIES

### Māori Engagement and Relationship Building

- Build and strengthen relationships with iwi, hapū, and Māori communities to enable their active participation in emergency management planning, response, and recovery.
- Develop and implement strategies to engage Māori leadership and communities in disaster resilience, risk reduction, and emergency preparedness.
- Establish and maintain communication networks between Māori leadership, including Rangatira, and CDEM leadership to ensure effective two-way information flow during readiness and response.

### Cultural Leadership and Advice

- Support the development of cultural capability across the CDEM system, including staff, volunteers, and partner agencies, fostering understanding of tikanga Māori, mātauranga Māori, and te ao Māori perspectives across reduction, readiness, response, and recovery.
- Support the development of cultural capability across the team, fostering understanding of tikanga Māori, mātauranga Māori, and te ao Māori perspectives within emergency management contexts.

### Strategic Advice and Policy

- Provide strategic advice to senior leadership and support the development of policies, plans, and initiatives that promote equitable Māori participation in emergency management and resilience building.
- Liaise with Māori leadership, local authorities, and government agencies to align efforts and ensure Māori community needs are addressed in regional and local emergency management plans.

### Advocacy and Community Empowerment

- Advocate for Māori-specific needs in emergency planning, response, and recovery, ensuring communities receive appropriate support during and after emergencies.
- Support Māori-led initiatives that empower whānau, hapū, and iwi to build community resilience, including the development and integration of marae-based emergency hubs within the CDEM system.
- Other duties as requested by your manager, and reasonable to the position.

### CIMS Māori Partnerships Function

- Ensure Māori perspectives and representation are embedded within Coordinated Incident Management System (CIMS) response structures, including emergency Coordination Centres, across local councils and partner agencies.
- Advise on the integration of tikanga and kawa into CDEM operational procedures, including CIMS functions, and procedures.
- Provide leadership of the Māori Partnerships function during response operations, supporting the integration of Māori voices into response coordination and decision-making.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Director Emergency Management
- Group and Local Controllers
- CDEM Leadership and Team
- Group Managers
- HBRC employees

### External

- CDEM Joint Committee
- Coordinating Executive Group (CEG)
- Iwi, hapū, mana whenua, Post Settlement Governance Entities, taiwhenua, and other Māori organisations
- National Emergency Management Agency (NEMA)
- Central government agencies

- Local authorities across the region
- Emergency services (NZ Police, FENZ, Hato Hone St John, Te Whatu Ora - Health New Zealand, NZ Defence Force)
- Welfare coordination partners and organisations
- Non-Governmental Organisations (NGOs)
- Members of our community, groups, and networks

## COMMUNITY RELATIONSHIPS

Fostering strong relationships is essential to achieving our goals. We cannot build resilient communities or prepare for emergencies alone; our strength lies in working alongside Tāngata Whenua, communities and partners.

At the heart of this approach is our purpose: *“Our community is at the heart of our civil defence system.”* This focus on people guides everything we do.

This means:

- Always projecting a professional attitude when working with Tāngata Whenua, communities and partner agencies.
- Providing accurate information in a clear and timely way.
- Achieving outcomes that are fair, transparent, and understood by everyone involved.
- We set high expectations and continually strive to do better.

## 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:

- Supporting a strong lessons management approach and a culture of continuous improvement at the process, team, and individual levels, including openly sharing lessons learned.
- Promoting and contributing to a just culture, where learning from experience is encouraged and valued.
- Maintaining a positive overall attitude in the workplace, including promoting CDEM, the Emergency Management Office and HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered, 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.

## 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

As Emergency Management professionals working within this field, Hawke's Bay Emergency Management Office staff are expected to undertake such emergency management functions as are determined appropriate to deliver on the regional Service Level Agreements and statutory requirements. This means:

- Maintaining a high level of personal preparedness.
- Being contactable after-hours.
- Monitoring developing events after normal working hours.
- Undertaking allocated role for emergency response, including working non-core hours and shifts if necessary.
- During significant events possibly being called back from annual leave
- Participating in exercises as required to maintain a state of preparedness.
- Where the role requires it, working with communities and volunteers including working non-core hours if necessary.
- The relevant employment agreement outlines compensation arrangements for work outside of core working hours and during an emergency.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required.

- Relevant tertiary qualification in Māori studies, te reo Māori, social sciences, community development, or a related discipline; or equivalent experience.
- Competency in te reo Māori, including the ability to engage confidently in te reo in formal and informal settings such as mihi, karakia, and hui.
- Extensive experience working with Māori communities, iwi, and Māori organisations, particularly in the context of community engagement and emergency management.
- Strong understanding of Te Tiriti o Waitangi and Māori cultural values, with a demonstrated ability to apply these principles in community development and emergency management contexts.
- Excellent problem-solving skills, with the ability to identify complex system challenges and develop practical, effective solutions that improve regional outcomes.
- Valid driver's licence required.

### Knowledge

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

- Comprehensive understanding of tikanga Māori, te ao Māori and Māori values, and how they relate to emergency management and local government functions, plans, and policy development.
- Understanding of Civil Defence Emergency Management Act 2002 and related legislative frameworks and national guidelines.

- Understanding of national emergency management direction, including the National Disaster Resilience Strategy and the principles of the 4Rs.
- Knowledge of the Coordinated Incident Management System (CIMS), with specific understanding of the Iwi Māori Representation function and its role during response.
- Proficiency in MS Teams, Word, Excel, PowerPoint and other information management systems such as SharePoint.

**Personal Attributes**

- Ability to convey complex information clearly and effectively, including during high-pressure situations.
- Works collaboratively and inclusively, building and maintaining effective relationships across councils, iwi, partner agencies, and communities.
- Able to anticipate change, remain resilient, and apply practical and innovative approaches to work.
- Well organised, with a proven ability to plan, prioritise, and coordinate work programmes to achieve agreed outcomes within required timeframes.
- Leads with professionalism and composure, maintaining clarity, respect, and focus under pressure.
- Open to learning and continuous improvement, including reflection on lessons identified through planning, exercises, and real-world events.

**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