

POSITION TITLE:	Relationship Manager – Southern HB		
GROUP:	Māori Partnerships	SECTION:	Māori Partnerships
REPORTS TO:	Group Manager Māori Partnerships – Te Pou Whakarae		
RESPONSIBLE FOR:	NA		
FAMILY:	TP3	GRADE:	19
DATE REVIEWED:	August 2021		

HBRC STRATEGY

Our Vision:

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

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

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kouniga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rereanga 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 role of the Relationship Manager – Southern Hawke's Bay will be a mentor, coach and role model to Council staff on building tangata whenua and broader community confidence and trust in HBRC. The relationships you develop and maintain will be with critical partners connected to our shared environmental, biodiversity, marine/coastal and climate change outcomes. You will be the recognised 'go-to' person for your assigned Hawke's Bay area to introduce and support partnering with tangata whenua. HBRC will be known for the quality and quantum of great relationships with tangata whenua through your leadership, guidance and support.

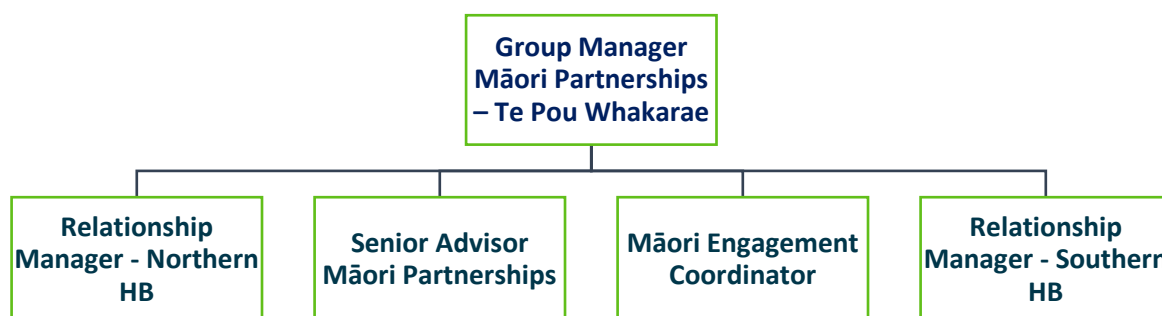
GROUP AND TEAM GOALS:

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, tangata 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.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Act as an intermediary between Council and the Southern HB community providing local context, knowledge and support across the organisation to support Council activity and delivery.
- Build and maintain appropriate relationships with Hastings and Central District Council, tangata whenua, Central and Local Government and wider community.
- Facilitate dialogue and collaboration amongst stakeholders and encourage broader local engagement and participation in HBRC activities.
- Foster and support local innovation and initiatives that align with Council objectives and resourcing through brokering agreed support and input.
- To represent HBRC on local matters when required
- To engage with catchment communities, to understand the issues, needs and pathways to successful and sustainable solutions to catchment challenges.
- To facilitate productive relationships with tangata whenua, stakeholders and community groups to advance regional plan changes
- Foster effective relationships with tangata whenua as Crown’s Treaty partners, constituent councillors, territorial authorities, relevant ministries and wider communities within the Southern Coast and Pōrangahau catchments.
- Support and facilitate tangata whenua engagement in RMA Plan development
- Support and facilitate engagement between tangata whenua and HBRC on local issues and matters.
- Representation of HBRC locally and by providing advice, support and being visible internally and externally in regard to local issues, opportunities and relationships
- Support and contribute to the Māori Partnership Group effort to build cultural competency, capability and capacity within HBRC
- Build and maintain effective, collaborative relationships with other managers and teams to ensure sound understanding of issues to fully represent and champion HBRC’s interests in the community.

- Ensure timely and appropriate information sharing occurs within HBRC avoiding any ‘surprises’ and offering solutions for any issues arising.
- Accept personal accountability for decisions made.
- Participate in national forums and stay connected to the national picture as it relates to catchment management.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- 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. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. 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 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
- 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 a Civil Defence 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. 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.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification, preferably a post grad qualification.
- A minimum of five years' experience in a middle management or senior manager role in the public or private sector.
- Demonstrable experience, knowledge and skills to form effective and productive relationships with tangata whenua. A level of proficiency or willingness to acquire Te Reo Māori me ōna tikanga would be advantageous.
- An understanding and experience in local government management is advantageous.
- An understanding of or background in primary sector activities desirable.
- In-depth knowledge of the Resource Management Act, Biosecurity Act, Soil Conservation and Rivers Control Act, the Local Government Act and other relevant legislation.
- Valid driver's licence required

Knowledge

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

- Highly developed strategic and tactical thinking is easily demonstrated.
- Willingness and ability to work with ambiguity and in high pressure and rapidly changing environments.
- High level of ability in project and budget management.
- Demonstrated success in managing large, complex, multidisciplinary projects.
- Demonstrated ability to easily develop and foster critical relationships with a diverse range of partners and stakeholders.
- Skilled in negotiation.
- Excellent communication skills both written and oral.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.

Personal Attributes

- Calm under pressure, open to change, adaptable and innovative.
- Political awareness and skill in dealing with sensitive and confidential issues.
- An acute passion for working with and for tangata whenua.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- 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.

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. Your specific role will require input which will relate to your relevant skills, the needs of the specific role and your experience but 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.

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