

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Senior Advisor Māori Partnerships	
Group/Section Details:	Group: Māori Partnerships	
Responsible to:	Te Pou Whakarae	Grade: 17
Job Family:	TP1	

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 the region.

Role of Senior Advisor Māori Partnerships

The role of Senior Advisor Māori Partnerships is to support the Te Pou Whakarae and the Māori Partnerships Group including but not limited to strengthening relationships with Tāngata Whenua in this region and establishing positive partnerships. You will require an in-depth understanding of all related legislative requirements of the Resource Management Act 1991 and Local Government Act 2002. The Senior Advisor Māori Partnerships will be required to provide policy advice on tikanga Māori and assist with any reporting as required by Section 32 of Resource Management Act. The role of Senior Advisor Māori Partnerships 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 advice to Council regarding Te Ao Māori and its implications for policy and planning work.
- Provide input into the development & review of a cultural monitoring framework, ensuring that cultural monitoring is undertaken in order to determine the effectiveness of regional plans from a Māori values perspective.

POSITION TITLE: SENIOR ADVISOR MĀORI PARTNERSHIPS

- Provide advice for Regional Planning and Māori Committee meetings and other relevant Hawke's Bay Regional Council (HBRC) meetings.
- Ensure the Regional Planning Committee (RPC) are aware of their responsibilities with respect to recognising and providing for Māori and their culture under the Resource Management Act.
- Ensure relevant iwi/hapū engagement plans are in place for plan development processes.
- Ensure the cultural impact of policy proposals are understood and considered prior to policy and planning decisions being made.
- Support and facilitate engagement specifically related to Resource Management Act (RMA) plan development.
- Coordinate appropriate reports to support the policy development process.
- Assist Te Pou Whakarae to develop key documents that provide an understanding of how Council partners with Māori to ensure Council's responsibility to the Treaty are enacted. This includes reviewing Council documents such as the Long Term Plan, Annual Plan and the development of the Hawke's Bay Regional Council responsiveness to Māori.
- Ensure contracts and contractors are managed in accordance with HBRC processes.
- Develop and strengthen relationships with key internal and external stakeholders.

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.
- 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.

POSITION TITLE: SENIOR ADVISOR MĀORI PARTNERSHIPS

- 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.

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.

POSITION TITLE: SENIOR ADVISOR MĀORI PARTNERSHIPS

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

- Sound understanding of Tikanga and Te Reo Māori.
- An in-depth understanding of the Resource Management Act, particularly in relation to planning processes.
- Experience in policy development and evaluation processes.
- Relevant Qualification.

Skills

- Strong Project Management Skills
- Proven ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines.
- Demonstrated ability to work within budgets.
- Excellent organisational skills and work to deadlines.
- Ability to work under pressure.
- High attention to detail.
- Excellent report writing skills.

Personal Attributes

- A high standard of written and verbal communication.
- Excellent relationship management.
- Enthusiasm and innovation.

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