

POSITION TITLE:	Te Pou Whakarae		
GROUP:	Māori Partnerships	SECTION:	
REPORTS TO:	Chief Executive		
RESPONSIBLE FOR:	(3) Māori Relationship Mgrs, Snr Adviser: Cultural Capability, Kaihautū Pūtaiao MM, Executive Assistant (parttime)		
DATE REVIEWED:	October 2023	GRADE:	24

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 kounga 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 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

Te Pou Whakarae is a member of the Executive Leadership Team reporting to the Chief Executive. The role provides organisation-wide leadership, guidance and representation ensuring Regional Council meets its aspirations for successful partnerships and engagement with tāngata whenua and incorporates cultural capability and competency development in all aspects of its business.

GROUP AND TEAM GOALS:

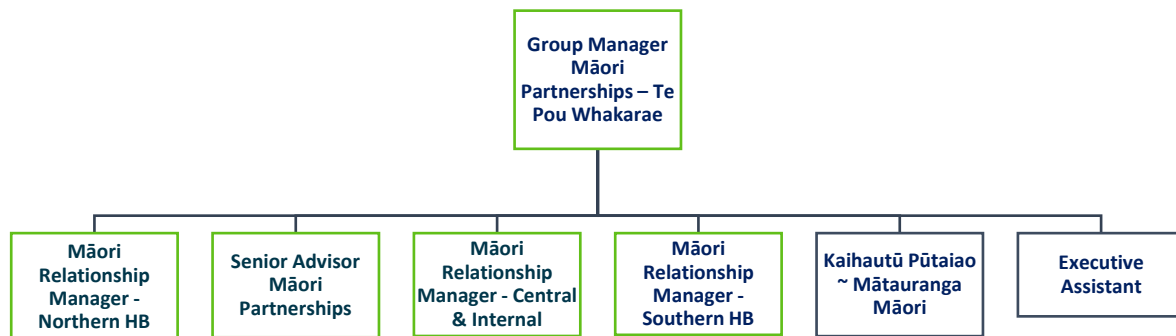
The Māori Partnerships team provides the following role and functions within the Council:

- 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 tangata whenua 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 appropriate level of understanding of tikanga and te Ao Māori, and its implications for their work.
- Is the principal connection with iwi, hapū, marae, post-settlement governance entities (PSGE's), Taiwhenua and Ngāti Kahungunu Iwi Inc across Te Rohe o Te Matau a Māui (Hawkes Bay Region)

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Reporting to the Chief Executive, you and your staff will be responsible for supporting partnerships and engagements that preserve and strengthen relations with tangata whenua across the region. Critical to this role is the ability to develop and facilitate enabling processes that increase the capacity of tāngata whenua and Council to engage meaningfully in decision making that aligns with the Council's strategic direction and meets statutory requirements.
- Through your networks you will have an understanding of the aspirations, expectations and strategic directions held by post settlement governance entities, Taiwhenua and Ngāti Kahungunu Iwi Inc.
- You will ensure the Council is continuously aware of issues of interest and concern tāngata whenua and is positioned to proactively and appropriately respond to these as they arise. To do this you will maintain regular contact with the region's post settlement governance entities, Taiwhenua and Ngāti Kahungunu Iwi Inc, and be active within the flax roots of the community.
- You will ensure the values and views of Māori within the region are represented within Council decision-making processes. You will also guide, support and advise the Council's senior leadership to ensure the Council's obligations to Māori are met through proactive engagement and culturally appropriate policies and processes. You will be responsible for interpreting the law and legal advice into local government and resource management policy and processes.
- You will act as the principal advisor to Council on kaupapa Māori and be able to successfully navigate elected representatives and the Council executive through rangatira ki te rangatira relationships. The successful applicant for this role will demonstrate the ability to positively influence others, build meaningful connections, and think and act innovatively.
- This role requires proven ability to successfully navigate and strengthen Māori and treaty partner relationships, capability to work confidently in an integrated manner, and be problem solver who can make things happen while balancing the need to build and maintain strong affiliations in a challenging political and cultural environment.

- You will be driven to achieve results, be an effective relationship builder, and have strong leadership, analytical and communication skills. You will have proven experience in developing and fostering relationships across diverse audiences including stakeholders and elected members within the organisation.
- Manage, lead, and guide the team, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Actively engage with and lead Council’s performance management system for the team ensuring key check-ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Maintain staffing resource to ensure that the team is adequately resourced. Undertake recruitment, selection, onboarding, and training of new employees as and when required.

FUNCTIONAL RELATIONSHIPS

Internal

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

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- tangata whenua
- Post settlement governance entities
- Taiwhenua
- Ngāti Kahungunu Iwi Inc
- HB Territorial Authorities
- 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

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, equivalent tertiary qualification or Recognised Prior Learning (RPL).
- At least 10+ years relevant experience in a similar role/industry.
- Proven ability to successfully navigate and strengthen Māori and iwi relationships.
- Proven experience in developing and fostering relationships across diverse audiences including stakeholders and elected members within the organisation.
- 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.
- Valid driver's licence required

Knowledge

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

- Demonstrate the ability to positively influence others, build meaningful connections, and think and act innovatively.

- Capability to work confidently in an integrated manner.
- A problem solver who can make things happen while balancing the need to build and maintain strong affiliations in a challenging political and cultural environment.
- Driven to achieve results.
- An effective relationship builder
- Strong leadership, analytical and communication skills.
- Highly developed strategic and tactical thinking is easily demonstrated.
- Willingness and ability to work with ambiguity and in high pressure and rapidly changing environments.
- Skilled in negotiation.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Knowledge of financial reporting systems and requirements.
- Collaborative work practices to build strong working relationships.
- 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.

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.
- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated and superior understanding of Te Tiriti o Waitangi, including Te Reo Māori me ōna tikanga application in relevant and practical ways that 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