

Wellington Regional Leadership Committee Wellington Regional Growth Framework Position Description -DRAFT

Job title:	Iwi Liaison Manager <i>(position name to be co-designed or accorded with iwi and other mana whenua/Mori leaders)</i> Wellington Regional Leadership Committee (WRLC) (Full time, 3-year fixed term contract)
Responsible to	WRLC Programme Director
Other reporting lines	Iwi WRLC members for reporting on programme Wellington Regional Leadership Committee for reporting on projects Te Matarau a Maui – for connections and joint reporting or programme delivery
Employer (as Administrating Authority for the WRLC)	Greater Wellington Regional Council
Place of work	Greater Wellington Regional Council <i>Note: it is expected that this role will have a main place of work but will be expected to spend time working in all WRLC member or partner organisations from time to time</i>
Responsibility for staff	None
Date	July 2021

About the Wellington Regional Leadership Committee (WRLC)

Ready to guide, shape and facilitate new collaborative outcomes for the Wellington-Wairarapa-Horowhenua region, and beyond? A new Joint Committee is bringing the region together to progress some of our biggest challenges and opportunities. They will have a capable and forward-looking Secretariat team to support them and help ensure the best decisions and outcomes are achieved.

The WRLC will bring together key leaders across the region, from local government, central government, and designated iwi organisations.

Spatial planning underpins economic development. The Joint Committee has three interdependent spheres of responsibility: The Wellington Regional Growth Framework, regional economic development, and regional economic recovery.

Wellington Regional Leadership Committee

Role of the WRLC's Secretariat Team: The Secretariat team will work to ensure all WRLC's considerations and decisions are well-informed, the right connections are made, and stakeholders, partners and others can benefit from outcomes and implementation actions. This will include:

- Supporting the day-to-day operation of the Joint Committee
- Supporting the development of the strategies and plans (e.g. WRGF, Regional Economic Development Plan).
- Managing the individual projects that emerge from the strategies and plans as per the work programme approved by the WRLC.
- Commissioning work, as may be required to deliver the work programme.
- Keeping the partner organisations informed and engaged in all activities of the WRLC and WRGF.
- Building and maintain momentum on the delivery of strategies and projects, including securing support from Central Government.
- Monitoring the performance of the programme against objectives and recommend changes as needed.
- Proactively managing relationships with and between partner organisations at all levels e.g. governance, management, and staff.

Role Purpose

To develop and maintain relationships, as a liaison between the WRLC, the Secretariat, iwi members, Māori stakeholders, and other relevant parties, including:

1. Developing and helping to progress trusted relationships and connections between WRLC members.
2. Establishing and maintaining working relationships with relevant partners and others including regional iwi partners, relevant central government agencies (e.g. MHUD, Waka Kotahi, MBIE, Te Puni Kokiri), Te Matarau a Maui, relevant Māori local authority representatives, organisations, groups, and others.
3. Ensuring the relevant WRLC Secretariat staff and others (e.g. Independent Chair) are part of these relationships and understand procedures and relevant protocols for working together.
4. Maintaining an overview of the work of the WRLC and providing guidance and advice to ensure that tangata whenua issues are identified and effectively addressed throughout.
5. Advising the WRLC Programme Director, Independent Chair and Programme Manager on the planning and execution of actions, especially those related to tangata whenua.
6. Providing a liaison between the WRLC and its work and iwi partners to ensure that their input is received/developed in a timely and appropriate manner that maximises their time.
7. Providing input into relevant projects to be undertaken in the WRLC work programme.
8. Working with mana whenua to establish and maintain appropriate Māori cultural protocols and practices for the WRLC and the Secretariat.
9. Supporting the Programme Director, Independent Chair and Secretariat colleagues, as needed.
10. Leading to ensure and advocate that WRLC joint commitments to Te Tiriti O Waitangi are reflected, supported, and actioned against key considerations and decisions alongside colleagues.

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Responsibilities

<p>Iwi partner liaison</p>	<p>Provide a liaison between the WRLC and its work and iwi partners to ensure that their input is received/developed in a timely and appropriate manner.</p> <p>Run workshops/hold meetings with iwi partners as required to gain views on items in the work programme, particularly those of importance to iwi/Māori.</p> <p>Liaise with iwi partners on the WRLC before these meetings to ensure there is an understanding of agenda items and respond to any questions.</p> <p>Be the key contact for iwi partners on the WRLC and relevant staff in their organisations for day to day matters and keep the Programme Director up to date with activity and any concerns.</p>
<p>Relationship management</p>	<p>Take the lead in establishing and maintaining working relationships with relevant partners and others including regional iwi partners, relevant central government agencies (e.g. MBIE, Te Puni Kokiri), Te Matarau a Maui, relevant Māori local authority representatives, organisations, groups, and others.</p> <p>Ensure the relevant WRLC Secretariat staff and others (e.g. Independent Chair) are part of these relationships and understand procedures and relevant protocols for working together.</p> <p>Establish and maintain positive working relationships with elected members (councils and Boards) and relevant staff of parties to the WRLC Agreement including all councils, all iwi and key central government agencies that are party to the Agreement.</p> <p>Work closely with the Programme Director to ensure iwi/Māori/mana whenua matters related to relationship within the WRLC and its work programme are managed well.</p> <p>Work with relevant Communications and Marketing staff to communicate information related to the WRLC and its work programme to tangata whenua.</p>
<p>Policy advice and guidance</p>	<p>Provide policy input into relevant WRLC projects on the WRLC work programme.</p> <p>Maintain an overview of the work of the WRLC and provide guidance and advice to ensure that tangata whenua issues are identified and effectively addressed throughout.</p> <p>Advise the WRLC Programme Director, Independent Chair and Programme Manager on the planning and execution of actions, especially those related to tangata whenua and alignment with iwi values.</p> <p>Participate in meeting of the Senior Staff Group and CEO Group as required to provide iwi partner inputs where they cannot attend.</p>

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<p>Develop and maintain protocols and practices</p>	<p>Support mana whenua to establish appropriate Māori cultural protocols and practices for the WRLC and the Secretariat and alongside colleagues ensure that they are adhered to.</p> <p>Support the Programme Director, Independent Chair and Secretariat colleagues, as needed including mentoring and assisting the team to engage with Māori.</p> <p>Ensure and advocate that WRLC joint commitments to Te Tiriti O Waitangi are reflected, supported, and actioned against key considerations and decisions.</p> <p>Provide strategic and operational advice on kaupapa Māori matters in the work we do.</p> <p>Peer review approaches to projects that have engagement approaches with iwi to make sure it is Treaty compliant.</p> <p>Inform and develop policies, practices and guidelines and toolkits for working effectively with Maori in ways that deliver improved environment, economic, cultural, and social outcomes and lifts the cultural capability and competence of the Secretariat.</p>
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Key relationships

<p>Core WRLC activity</p>	<p>Programme Director Wellington Regional Leadership Committee(WRLC) members and in particular the Independent Chair WRLC Chief Executive Group members WRLC Senior Staff Group members Relevant staff from partner organisations e.g. iwi liaison, RMA staff Other secretariat staff Administrating Authority staff (for administration and committee matters)</p>
<p>Other</p>	<p>Other key central government agency staff, Wellington NZ and other economic development agencies Wellington, Hutt Valley and Porirua Chamber of Commerce WREMO External stakeholders such as property, transport, economic development, and housing organisations</p>

Qualifications, skills, behaviours, and experience

<p>Essential</p>	<p>Cultural competency, including expertise in Te Reo Māori me ona Tikanga Equivalent experience and/or education to navigate successfully through multiple layers of government, iwi organisations and mana whenua groups.</p> <p>Demonstrated experience as a senior advisor with knowledge of the machinery of central and/or government, or at least three years' experience at advisor level.</p> <p>Familiarity dealing with Iwi-Māori stakeholders.</p> <p>Must be Fluent in Te Reo Maori me ona Tikanga</p>
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Proven ability in liaison, engagement, and effective communication with iwi groups,

Excellent written skills and a passion for writing (writing in plain English; writing for the public)

Strong analytical skills

Strong interpersonal and relationship building skills.

Self-starter, proactive, empathetic

Supportive and capable of providing guidance and encouragement to the partner organisations and those working on WRGF projects, on their Te Ao Māori journeys.

Demonstrated experience in complex and/or politically sensitive environments.

Understanding and confident to apply the relevance of Te Tiriti o Waitangi to the work being undertaken.

Comfortable in working in a tikanga / kaupapa Māori environment

Must show whakapapa to the Wellington Region through one or a number of Iwi and hapū

Desired

Familiarity with Wellington Region/Te Whanganui a Tara/Te Upoko o Te Ika a Maui – and the issues and opportunities facing the region, with specific applicability to mana whenua, iwi, and Māori.

Previous experience with accountability documents (Statement of Intent, Annual Reports etc.) or planning processes.

Wellington Regional Leadership Committee

Appendix 1: Wellington Regional Leadership Committee (WRLC)

The Membership of the Joint Committee, with voting rights includes:

- The Mayor of Carterton District Council
- The Chair of Greater Wellington Regional Council
- The Mayor of Horowhenua District Council
- The Mayor of Hutt City Council
- The Mayor of Kāpiti Coast District Council
- The Mayor of Masterton District Council
- The Mayor of Porirua City Council
- The Mayor of South Wairarapa District Council
- The Mayor Upper Hutt City Council
- The Mayor of Wellington City Council.
- Ngāti Toa Rangatira represented by Te Rūnanga o Toa Rangatira Inc.
- Taranaki Whānui represented by Port Nicholson Block Settlement Trust
- Rangitāne Tu Mai Ra Trust
- Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) OR Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust
- Raukawa ki Te Tonga
- Ātiwawa ki Whakarongotai represented by Āti Awa ki Whakarongotai Charitable Trust
- Muaupoko Tribal Committee representing Muaūpoko hapū.

Central Government Representatives, with voting rights, include up to three Cabinet Ministers. Those with particular interest would be the Minister of Housing and the Minister of Transport.

A person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Independent Chairperson of the Joint Committee membership

WRLC Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies, and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

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Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council-controlled organisations, and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.

Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.