

**ROLE DESCRIPTION**  
**November, 2021**

**Title & Reporting Relationships**

**Position Title:** **Senior Advisor – Iwi Partnerships, Iwi Partnerships Team, People and Partnerships Group**

**Grade:** SP17-18  
*\*appointment will be made pending skills, experience and the organisational needs at the time*

**Reports to:** Kaihautū Hononga Iwi - Iwi Partnerships Manager

**Direct Reports:** Nil

**Purpose of the Group and the Position:** **The People and Partnerships Group** is made up of five main teams: Iwi Partnerships, Connected Communities; Governance and Legal Services; Communications and Engagement; and Customer Engagement.

The Senior Advisor Iwi Partnerships works as part of the Iwi Partnerships Team to help our organisation grow and evolve its partnership with iwi Māori on the Kāpiti Coast.

Working closely with Group Managers and activity managers, this role provides strategic and technical advice, as well as practical support to help plan and create opportunities for iwi to shape and influence the work of Council.

The Senior Advisor Iwi Partnerships will connect council activity managers and iwi members and support them to establish strong and effective relationships. They will reflect tāngata whenua perspectives and aspirations back into the organisation, and help build knowledge and understanding of Council and its operating environment within iwi.

**Indirect Reports:** Nil

**Internal Customers:** This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- Group Manager, People and Partnerships
- Chief Executive
- The Mayor
- Other Elected Members
- Group Manager Infrastructure Services

- Group Manager Regulatory Services
- Group Manager Place and Space
- Group Manager Corporate Services
- People and Partnerships team
- Activity Managers
- Democracy Services team
- Organisational Development team
- Economic Development team
- Coastal Programme Manager
- Te Waka staff group
- Other staff from across Council teams

**External Customers:**

- Tāngata Whenua
- Iwi and hapu groups and representatives
- Māori residents
- Staff in other local authorities and government and non-government agencies
- Business, educational, professional and community groups
- Residents, ratepayers and community groups
- Consultants/contractors providing services to Council.

**Te Whakaminenga o Kāpiti**

- Chair, members and supporting staff and contractors.
- ART Forum, Te Ohu Taio, and other work groups.

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

### KEY RESULTS AND OUTCOMES

#### Technical

- Establish and maintain strong and effective relationships with iwi representatives, elected members, members of Te Whakaminenga o Kāpiti and Council staff.
- Provide advice and guidance to Council staff to develop and maintain working partnerships with tāngata whenua that positively advance Council’s work programme and outcomes sought by tāngata whenua.
- Work with and support members of iwi and māta waka, to advance social, cultural, economic and environmental matters of importance to them.

- Help improve organisational understanding of the Council's commitment to partnership with mana whenua and its responsibilities under the Treaty of Waitangi and legislative obligations to tāngata whenua.
- Provide advice to Group Managers and activity managers on relevant group and activity work programmes, to support effective collaboration between the organisation and tāngata whenua.
- Work with tāngata whenua on the development and/or review of Council strategies, plans and policies.
- Oversee the development of the Te Whakaminenga o Kāpiti forward agenda, ensuring it provides opportunities for the committee to explore matters most closely aligned to tāngata whenua aspirations and priorities for the district.
- Work across the organisation to integrate and give effect to iwi policies and documents such as Iwi Management Plans.
- Provide advice and input into internal and external submissions.
- Maintain strong networks with central and local government agencies delivering services and outcomes for Māori in the district.
- Advise on policy, legislative and other external factors at a national, regional and local level that may influence the Council's partnership with iwi.

#### **Legislative Compliance**

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

#### **Project Management**

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

#### **Customer Service**

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

#### **Teamwork**

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

#### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

#### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, using processes and tools as described in the current Information Management Policy.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- In depth understanding of iwi Māori aspirations, tino rangatiratanga and kawa relevant to the tāngata whenua on the Kāpiti Coast.
- An understanding and demonstrated ability to recognise the role of the Treaty of Waitangi and its application in contemporary Aotearoa, in particular central and local government strategies, policies and tāngata whenua aspirations.
- Excellent communication skills in both Māori and English.

- Tertiary qualification (or equivalent experience) in a relevant field ie: resource management, policy development; Crown/ Māori relationships
- Proven experience providing sound advice to leadership teams.
- Comprehensive knowledge of the local government environment and legislative framework as it relates to Māori, in particular the Local Government Act 2002 and the Resource Management Act 1991.
- Demonstrated ability to manage projects, on time and to agreed budgets including the management of specialist advisers and consultants.
- Effective interpersonal skills and demonstrated commitment to customer service and ability to deal with a wide range of people within and outside the organisation.
- The ability to gain and maintain professional credibility, confidence and respect among wide range of District agencies, community groups, and council staff.
- Demonstrated ability to work effectively and positively within a large organisation with wide ranging processes.
- Proven conceptual skills and demonstrated capability to contribute to the formulation of policy.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Current and valid Full NZ Drivers' licence

#### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Civil Defence Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.