

JOB DESCRIPTION

Senior Policy Advisor (Māori)

Kaitohutohu kaupapa here matua

Work Unit: Strategy and Policy Team - Strategy, Science and Regulation Group
Responsible to: Manager, Policy and Strategy
Employment type: Permanent, Full Time

Position purpose: Provide quality strategic and technical advice on Iwi Māori policy and planning related matters to ensure planning and policy development reflects our Te Tiriti obligations and iwi and hapū aspirations for natural resource management and to support the maintenance of mana-enhancing relationships.

Ko te whāinga matua o te tūranga nei he whakatakoto rautaki pai me te āta tohutohu i te Kaunihera mo ngā kaupapa here me ngā whakamaheretanga e hāngai ana ki ngā take Māori, e whakatinanatia ai o tātou here ki te Tiriti o Waitangi, e tutuki ai ngā wawata o ngā iwi me ngā hapū mō te whakahaere rawa me te whakatitina i ngā whanaungatanga i runga i te whakaaro rangatira.

Connect the Iwi and Hapū Relationships team with the Policy Planning team to ensure knowledge and information flows seamlessly between the two, and to ensure Te Ao Māori perspectives are effectively incorporated into policy development.

He hono i te ohu kaupapa Māori ki te ohu kaupapa here e rere tika atu ai ngā korero me ngā mōhiotanga i waenganui i a rāua, ā, hei whakaū i te noho o te ao Māori ki ngā whakaritenga kaupapa here huhua.

Provide advice to the wider organisation and elected members on strategic and operational matters and help develop organisational capability.

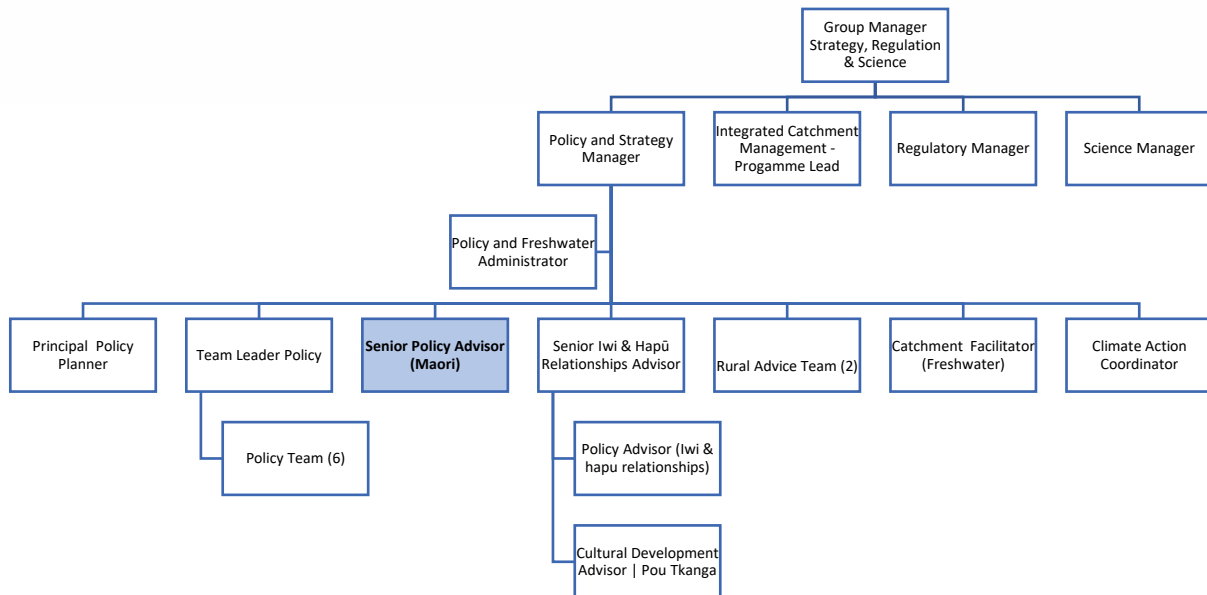
He tuku korero arataki anō hoki ki te whānuitanga o te tōpūtanga me ōna kaikaunihera mō ngā whakahaeretanga me ngā rautaki e mārama pai ake ai te katoa.

Salary: \$90,052 (85%) - \$105,943 (100%)

Date: January 2025



ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

| EXTERNAL | INTERNAL |
|---|--|
| <ul style="list-style-type: none"> ▪ Iwi, Hapū and PSGE's ▪ Community interest groups ▪ Sector representatives ▪ General public and ratepayers ▪ Territorial authorities within the region ▪ Other regional councils ▪ Central government (e.g. MfE, MPI) ▪ Consultants | <ul style="list-style-type: none"> ▪ Manager, Policy & Strategy ▪ Group Manager Strategy, Regulation and Science ▪ Iwi and Hapū Relationships team ▪ Policy Planning team ▪ Oranga Wai Our Freshwater Future Project Team ▪ Executive members ▪ Other Horizons staff ▪ Elected Councillors |

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horizons.govt.nz



KEY RESULT AREAS

| JOBHOLDER IS ACCOUNTABLE FOR | JOBHOLDER IS SUCCESSFUL WHEN |
|---|---|
| 1. Strategic and Policy Advice | |
| <ul style="list-style-type: none"> ▪ Working with, and providing advice to, the Policy Planning team on projects to address resource management issues for the region. ▪ Designing engagement processes, facilitating engagement forums, interpreting Te Ao Māori and mātauranga Māori into technical requirements for policy development, monitoring, evaluation and review processes. ▪ Providing specialist technical advice and options to elected councillors and management, to help Council make the best possible decisions for engaging with and involving iwi and hapū in decision-making processes. ▪ Providing quality advice for the development of Council's long-term plans with regard to relationships with tangata whenua, and associated monitoring and reporting requirements for performance measures. ▪ Developing policies and guidelines that support team and organisational processes. | <ul style="list-style-type: none"> ▪ Collaborative working relationships are developed. ▪ Feedback received from engagement is provided to other staff in a timely manner and communicated in a way that can be easily used for policy processes ▪ Advice provided is accurate, timely, credible and demonstrates sound judgement and understanding of the key issues and the options available, including regulatory and non-regulatory approaches. ▪ Communication and written reports meet high quality standards, free from error and meet legislative and organisational requirements. ▪ Engagement processes are well-planned, communicated, culturally appropriate and effectively illicit required outcomes and outputs. ▪ Policies and guidelines are clear and effectively support decision-making processes. |
| 2. Delivery of Te Tiriti partner obligations | |
| <ul style="list-style-type: none"> ▪ Providing advice and support to ensure effective implementation and integration of actions resulting from Treaty Settlement arrangements. ▪ Developing and maintaining relationships with Post Settlement Governance Entities (PSGE). ▪ Supporting the development of relationship/partnership agreements between Council and Iwi/hapū. ▪ Maintaining an overview of Iwi/Environmental Management Plans and the implications for policy development and operational activities. | <ul style="list-style-type: none"> ▪ Advice is well researched and highly credible. ▪ PSGE meetings are regularly attended and required actions followed up in a timely manner. ▪ The number and quality of relationships with tangata whenua are grown over time. ▪ A Te Tiriti/Relationship Health Check is regularly undertaken to independently measure the quality of relationships. ▪ Relationship agreement processes are effectively managed between Council and Iwi and documentation content is well drafted to meet expectations of the parties. ▪ Relevant information from Iwi/ Environmental Management Plans are identified and communicated to relevant |



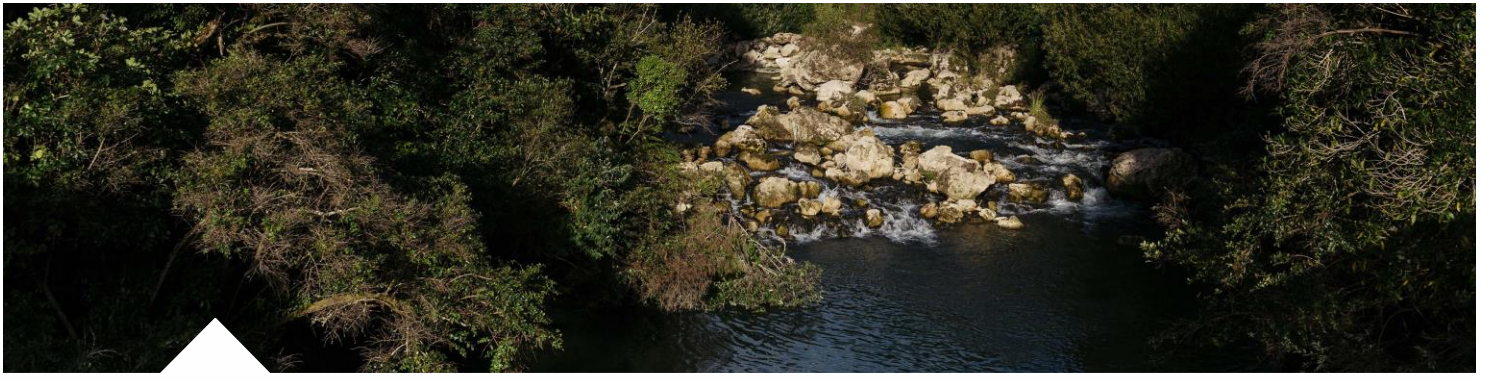
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| | <p>team members as part of policy development processes or operational requirements.</p> |
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3. Relationship Management

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| <ul style="list-style-type: none"> ▪ Establishing culturally appropriate, effective and productive relationships with iwi and hapū across the Manawatū-Whanganui Region. ▪ Developing and maintaining relationships with management and governance (elected councillors). ▪ Contributing to the development of a team culture that reflects the organisation’s values, customer focus and excellence objectives. ▪ Contributing to the development of the cultural capability of the team. | <ul style="list-style-type: none"> ▪ Effective and mana-enhancing relationships are developed and maintained with iwi and hapū who are engaged with our work. ▪ Credible, trusted and respectful relationships are established with management elected councillors and other staff. ▪ Tact and diplomacy is demonstrated in sensitive situations. ▪ Behaves in a manner that reflects the organisation’s values, and demonstrates the culture of the team. ▪ The team knowledge of Te Ao Māori and mātauranga Māori is enhanced. |
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4. Corporate Contribution

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| <ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake performance development tasks/responsibilities. ▪ Undertake health and safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). | <ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately. |
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PERSON SPECIFICATION

Knowledge, Experience and Attributes

Essential

- Tertiary qualification in applicable field of study e.g. resource management planning, public policy
- Proficient in Te Reo Māori and a willingness to support others in their learning
- The ability to engage effectively within Te Ao Māori and understanding of mātauranga Māori
- Experience in working with tangata whenua, including maintaining, progressing and developing relationships with tangata whenua and a range of stakeholders
- Understanding of natural resource management and policy development processes
- Understanding of resource management legislation, Treaty Settlement legislation and associated implementation documents and agreements
- Current drivers licence

Desirable

- Experience in local or central government policy development, particularly environmental policy
- Experience working with the Resource Management Act and associated regulations

Personal attributes

- A team player
- A confident and clear communicator, with the ability to quickly build and then maintain relationships in a highly complex relational environment
- Critical thinking skills, including the ability to distil and collate essential information
- Ability to analyse, review and construct a logical set of options for decision makers
- Well-developed writing skills, and the ability to tailor writing style to different audiences
- High standards of integrity and ethics that align with Council policies and values

KEY COMPETENCIES

- Cultural expertise (tikanga and kawa)
- Effective verbal and written communication skills
- Problem solving/solution focus
- Policy and plan development skills
- Influencing without authority



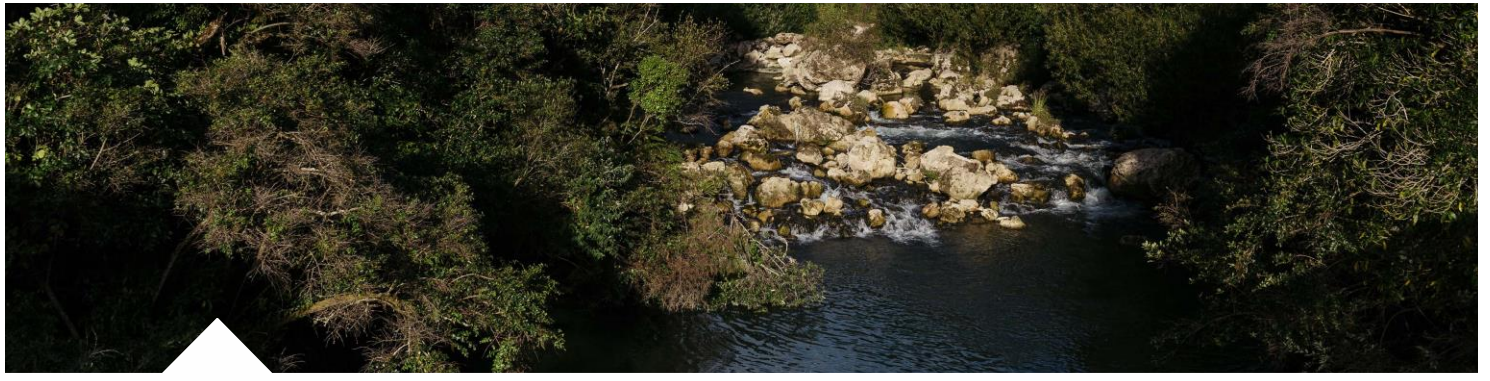
KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

| | |
|---|---|
| ▪ <i>Customer Focus:</i> | Commitment to meeting the needs of anyone they work for and with including colleagues. |
| ▪ <i>Job Knowledge:</i> | Have the knowledge and skills to perform the requirements of the position. |
| ▪ <i>Communication:</i> | Use written and verbal language and style appropriate to the audience and context. |
| ▪ <i>Teamwork:</i> | Work constructively with people as a team member to achieve a common goal. |
| ▪ <i>Dependability and Commitment:</i> | Reliable and dedicated to achieving results. |
| ▪ <i>Continuous Improvement:</i> | Adjusts to change and different perspectives, thinks proactively, pursues opportunities and takes appropriate action. |
| ▪ <i>Organising for Results:</i> | Ensures work is completed effectively and within agreed deadlines. |

OTHER REQUIREMENTS

Be prepared to:

- Support senior managers and other staff in undertaking cultural protocols correctly
- Occasionally work outside of normal business hours
- Occasional overnight stays away from home
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response
- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with



DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___