



Job Description

Job title	Senior Advisor
Group	Strategic Engagement
Section	Te Amorangi (Māori Policy)
Responsible to	Kaihautu (Te Amorangi Lead)
Responsibility for employees	None
Date	July 2022

Role purpose

This role provides specialist advice and leadership on strategic kaupapa Māori for Council, with a particular focus on emerging opportunities within the Māori partnerships, shared decision making and co-governance space, and the implementation of associated work programmes.

Functional relationships (relating to others)

External	Purpose and frequency of contact	
• Māori (hapū/iwi/trusts)	• Relationship management and service delivery	Regularly
• Local authorities	• Relationship management and service delivery	Regularly
• Government Agencies	• Strategic relationships	Occasionally
• Technical/legal professionals	• Professional networking and peer review	Occasionally
• Consultants & contractors	• Seeking information and services	Occasionally
• Stakeholders & partners	• Relationship management	Regularly
• Public	• Consult and engage	Occasionally
• Students	• Knowledge sharing and transfer	Occasionally

Internal	Purpose and frequency of contact	
• Komiti Māori	• Service delivery	Frequently
• Councillors	• Service delivery	Monthly
• Executive Leadership Team	• Service delivery	Frequently

• Section managers	• Relationship management	Monthly
• Project team members	• Collaboration & knowledge sharing	Frequently
• Staff/students/interns	• Collaboration & knowledge transfer	Occasionally

Key result areas

The job encompasses the following major functions or key result areas:

- Job specific accountabilities
- Project management
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1 Job Specific Accountabilities	
<ul style="list-style-type: none"> • Provide strategic and analytical advice to lead Councils Māori Partnerships strategic priority and its associated work programme. • Provide advice and support for the preparation of various policies, reports, strategies and plans. • Support iwi partnership arrangements (including statutory co-governance / management) and their implementation. • Provide advice on initiatives to build Māori capacity and capability to participate and engage in local government matters. • Manage process activities related to policies, plans and strategies, including submissions and comments. • Facilitate and/or provide a Te Ao Māori perspective (tikanga te reo and matauranga Māori) ensuring an appropriate level of integration into documents, plans, policies, submissions and other matters as appropriate • Maintain a high level of technical knowledge within specialist areas including resource management, Treaty legislation, case law and hapū/iwi resource management plans. • Research and integrate key local, national and international trends and issues into the planning process. • Manage projects and coordinate external contractors and consultants. 	<ul style="list-style-type: none"> • Advice and recommendations are based on sound research and analysis and are provided in a timely and professional manner. • Co-governance fora are supported to achieve their purpose. • Māori contribute to decision-making processes. • Project contributors understand the objectives and projects are effectively managed; work is completed on time and within budget. • Contract outputs are successfully achieved. • Project outcomes meet quality standards and legislative requirements and are delivered within agreed timeframes and budgets. • Tikanga, Te Reo and matauranga Māori is appropriately and professionally integrated into advice, policy, plans and strategies. • Key strategies, plans or documents produced are appropriately aligned and fulfil legislative requirements. • The Manager is made aware of any emerging issues in a timely and professional manner.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Undertake any other relevant duties and projects as directed by the Manager. 	
2 Project Management	
<ul style="list-style-type: none"> Manage projects and coordinate external contractors and consultants. Provide policy and cultural direction to projects. Contribute to nominated project teams. Monitor external contracts, ensuring satisfactory performance in accordance with work briefs and contract requirements. Prepare relevant project budgets with guidance from senior staff. 	<ul style="list-style-type: none"> Contributors understand project objectives; the project is managed effectively and completed on time and within budgets. Contract outputs are successfully achieved. Project outcomes meet quality standards and legislative and cultural requirements.
3 Relationship management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with co-governance forum members (particularly iwi-partner representatives) and forum participants. Te Ao Māori, tikanga, te reo and matauranga is respected and incorporated as appropriate. Establish, maintain and enhance internal and external contacts including government agencies, local authorities, stakeholders, Māori trusts and incorporations, ratepayers, landowners, consultants and contractors. Act as an ambassador/representative for Council at relevant conferences, hui, wananga and other networking events. 	<ul style="list-style-type: none"> Māori members and participants have confidence and trust in how relationships are managed and supported. Te Ao Māori me ona tikanga is appropriately applied across relationships. Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. A professional and culturally inclusive image is conveyed in public fora.
4 Corporate contribution	
<ul style="list-style-type: none"> Promote the organisation direction and priorities, leadership model and health and safety systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. Implement the principles of the Treaty of Waitangi in work practices and processes. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Able to Act in a manner that supports expectations of a senior role. In making decisions the job holder will have access to guidance and support from their manager and senior staff, specialist consultants and subject matter experts, procedures, policies and cultural experts. Job holders, as senior staff, are expected to operate with a degree of independence.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of Māori cultural, technical and legal knowledge within specialist areas including legislative requirements, planning cycles, case law, national policy, issues, trends and initiatives.
- Managing complex relationships within co-governance fora.
- Building and enhancing Māori capacity and capability for relevant entities.
- Facilitating the integration and incorporation of a Te Ao Māori perspective (tikanga, te ao and matauranga Māori) across the functions of the role as appropriate.
- Providing a local government perspective and advice to navigate complex issues within Treaty settlement negotiations.
- Consider risks, act decisively where autonomous decisions are required.
- Able to assess complex issues and respond wisely (eg Treaty and Tribal political issues).
- Can identify and analyse risks and opportunities when engaging with Maori.
- Can resolve complex Māori stakeholder issues on a case by case basis.
- Has the discernment to elevate matters requiring higher level advice.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- Ability to promote and enable the incorporation of Te Ao Māori and Māori values within western paradigms.
- Ability to understand and communicate in Te Reo Māori.

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• Bachelor degree in relevant qualification ie law, public policy, resource or environmental planning, Māori development, business management, social science or similar. <p>Or</p> <ul style="list-style-type: none">• Equivalent demonstrated body of knowledge	<ul style="list-style-type: none">• Post graduate degree• Current hearing commissioner qualification• Member of a professional body• Competency in Te Reo Māori at an advanced level

• A valid driver's licence required* ¹	
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Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Min 6 years post qualification experience involving a wide range of policy development, analyst, advisory or related work • Advanced analytical and research skills • Advance writing skills particularly with conveying complex matters in plain English • Advanced experienced in concept development and implementation • Knowledge of relevant legislation, regulations, case law, national policy, issues and trends • An understanding or ability to take steps to incorporate a Te Ao Māori (Māori worldview) perspective • Able to confidently present in public forums including marae or public speaking events • Experience engaging with Māori, stakeholders and the general public 	<ul style="list-style-type: none"> • Experience in central or local government organisation • Experience working in / or collaboratively with Māori organisations • Knowledge of Te Reo Māori and Tikanga Māori • Established networks with Iwi-Māori in the Bay of Plenty

Key skills / attributes / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"> • Relationship management and collaboration – ability to successfully manage a wide network of relationships and facilitate share outcomes • Communication – accurately and clearly convey timely information and ideas, using a style and manner of presentation that is appropriate to the target audience. Articulate in oral and written communications • Problem resolution – act on identified needs and expectations and resolve issues and problems of co-governance forums ensuring that actions and decisions address forum members needs and expectations. Ability to foresee and avoid problems before they occur wherever possible • Research and analysis – comprehensive researching, analysing and summarising of information, making sense of large amounts of data; understanding significant Māori issues such as the Treaty landscape, Māori economy, sustainability and kaitiakitanga • Emerging issues - Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned recommendations and decisions
Working knowledge	<ul style="list-style-type: none"> • Financial and budget management • Well-developed computer ability

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

	<ul style="list-style-type: none"> • Writing of clear concise reports
Awareness	<ul style="list-style-type: none"> • Iwi-Māori dynamics in the region • Significant Māori issues, national, regional and local

Personal attributes / key behaviours

- Ability to positively demonstrate the Bay of Plenty Regional Council's organisational values of Trust, Integrity, Courage, Manaakitanga, Kotahitanga and Whanaungatanga.
- Is a team player and actively contributes to team, group and organisational activities.
- Ability to respect Māori cultural aspirations.
- Negotiation skills with the ability to resolve conflict situations.
- Self motivated and able to work unsupervised.
- Effective time management and work prioritisation.
- Loyal to the vision of the organisation.

Other requirements

- Will require frequent travel within the Bay of Plenty region.
- Occasionally travels outside the Bay of Plenty region.
- May be required to attend off-site meetings, hui, events or site visits outside of working hours.
- May be required to speak in Te Reo Māori at relevant occasions or appropriate situations.
- Occasionally required to manage and resolve conflict situations regarding policy implementation.

Change 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.

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
<p>We trust each other and work to build trust</p>	<p>We do what we say we will do</p> <p>We act with purpose to achieve results</p>	<p>We act boldly to lead and do the right thing for our region</p>
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> ▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> ▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>