



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Kaitohutohu Māori, Manager Iwi/Māori Engagement

Three Waters Programme, Iwi/Māori Group - Local Government Branch

Being part of new Three Waters Reform in Aotearoa New Zealand is a once in a lifetime opportunity. We are transforming the water sector (drinking water, wastewater and stormwater) to ultimately improve the health and wellbeing of New Zealanders. This is your opportunity to be part of an innovative and successful delivery team and contribute to the newly created business group Iwi/Māori.

Horopaki | Context

In July 2020, the Government launched the Three Waters Reform Programme – a three-year programme with the ultimate objective of improving the health and wellbeing of New Zealanders.

The Government wants to ensure it delivers on Treaty-related obligations, including by improving outcomes for iwi/Māori in relation to three waters service delivery and upholding Te Mana o Te Wai. Integral to this is effective infrastructure delivery, underpinned by an efficient, high-performing, financially-sustainable, and transparent three waters system.

The Three Waters Programme is being delivered across three business groups within the Local Government Branch of the Department of Internal Affairs. The three business groups are Reform, National Transition Unit, and Iwi/Māori. These business groups will work collaboratively together to ensure the Government's reform objectives are met. Collectively, they are responsible for:

- Delivering on the Government's reform objectives and the outcomes sought from the Three Waters Reform Programme.
- Ensuring that the Crown's obligations and responsibilities to Iwi/Māori are fully understood and reflected in the reform and transition work.
- Ensuring that the voices of stakeholders are sought, heard and considered throughout the reform and transition programme.
- Ensuring that, on 1 July 2024, four new water service entities (WSEs) are ready to assume responsibility for three waters-related infrastructure and service delivery.
- Ensuring that the transition is efficient, effective and minimises disruption to communities and consumers.

The Iwi/Māori Group objectives are to:

- Ensure Iwi/Māori are well supported by the Crown to contribute to the new roles and responsibilities created through the reform process, including joint oversight of the water services entities, alongside exercising their respective kaitiaki responsibilities under the Te Mana o te Wai mechanisms.



Te Tari Taiwhenua
Internal Affairs

- Ensure the new water services entities are set up to be effective Treaty partners, which are well-informed and influenced by iwi/Māori – for example, the entities and their boards will be required to give effect to Te Mana o te Wai, and understand, support, and enable mātauranga Māori, tikanga Māori and kaitiakitanga to be exercised throughout their organisations.
- Ensure the new water services entities are continuously finding ways to work in partnership including upholding treaty settlement mechanisms and improving outcomes for Iwi / Māori

The Iwi/Māori Group delivers on these objectives through four teams – Treaty Settlements and Legislation Support, Strategic Relations, Te Mana o te Wai Implementation, and Commercial and Innovation. While each team will have specific accountabilities within the broader Group’s role, it is critical that the teams work cohesively to collectively deliver the Group’s core accountabilities and work programme.

The new system needs to be compliant with Te Tiriti o Waitangi and recognise and provide for the rights, interests and responsibilities of Iwi/Māori including decision making, planning, governance, accountability and service delivery. The water services entities, when live, will also be required to form relationships with mana whenua and resource this relationship.

Mō tēnei tūranga mahi | About this role

The Kaitohutohu Māori, Manager Iwi/Māori Engagement is responsible for providing leadership, direction, advice and guidance to the broader Three Waters Reform Programme to ensure that the programme is undertaken in true partnership with Iwi/Māori through all stages and across all aspects of the design, establishment and operation of the four new entities.

The role is accountable for establishing a Te Tiriti partnership approach with Iwi/Māori throughout the reform programme and ensuring that approach is effectively transitioned and embedded into the four new water entities to be established. This includes:

- ensuring iwi/Māori are well supported by the Crown to contribute to the new roles and responsibilities created through the reform process, including joint oversight of the water services entities, exercising their respective kaitiaki responsibilities and ensuring Te Mana o te Wai mechanisms are meaningfully implemented.
- ensuring the new water services entities are set up to be effective Treaty partners, which are well-informed and influenced by iwi/Māori – such as the entities and their boards will be required to give effect to Te Mana o te Wai, and understand, support, and enable mātauranga Māori, tikanga Māori and kaitiakitanga to be exercised throughout their organisations.
- Ensuring the new water services entities are continuously finding ways to work in partnership including upholding treaty settlement mechanisms and improving outcomes for Iwi / Māori.

The Iwi/Māori Engagements team are also accountable for providing advice and building capability and capacity across the programme and in the regions to ensure that all areas of the programme operate in a Te Tiriti partnership model.

The role leads a team of specialist advisors who are responsible for strengthening relationships and facilitating effective engagement with Iwi/Maori in each of the four regions. The unit works in partnership with the Communications and Engagement function within the National Transition Unit to deliver an integrated and comprehensive engagement and communications approach that reflects the Crown's commitment to partnering with Māori.

The Kaitohutohu Māori Manager, Iwi/Māori Engagements is also a member of the Iwi/Māori Business Group leadership team and works collaboratively within this team to provide overall leadership and direction to the group to enable it to achieve its core outcomes.

This role is also expected to connect and integrate across the wider branch, the Department, and across the government sector. All positions have a responsibility to support the team in the delivery of the Three Waters Reform Programme and the establishment of four new water service entities by 1 July 2024.

The position accountabilities may change over time to accommodate programme scope and timeframes.

- **Reporting to** Executive Director, Iwi/Māori Group – Three Waters Programme
- **Location:** Wellington
- **Salary range:** TBC

Nāu te rouou, nāki te rourou – With your contribution

Strategic Leadership

- Establish the Strategic Relations Iwi/Māori function and ways of working to enable the team to successfully lead and deliver on core Iwi/Māori outcomes and wider Three Waters Programme
 - Contribute to the collective leadership of the Iwi/Māori group as a member of the Group's leadership team, ensuring alignment of priorities, direction with the Group's work programme and core deliverables
 - Ensure the work programme of the Strategic Relations Iwi/Māori unit is effectively aligned with the broader work programme of the Iwi/Māori Group, the Reform Group, and the wider Three Waters Reform Programme
 - Work collaboratively in an outcome focused way across other government departments who are also working in this area to ensure a joined-up approach for Iwi and hapū
 - Participate as a senior member of the Three Waters Reform Programme providing advice and engaging with other leaders as appropriate in direction, decision-making and priorities
 - Set direction and performance expectations and monitor overall progress against those directives and performance expectations
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Strategic Relationship Management – Iwi/Māori

- Provide expert advice to the Three Waters Programme on partnership and engagement approaches that enable greater strategic influence by Iwi/Māori and that ensures a Te Ao Māori perspective is appropriately reflected in the engagement approaches utilised by the programme
- Ensure resourcing to support Iwi/Māori input into Three Waters programme
- Support the appointment process for Iwi collectives to appoint representatives at a regional level to engage and partner with the reform programme and for the four new water service entities
- Establish and implement effective mechanisms to manage relationships with Iwi/hapū at a local and regional level, and for mana whenua liaison and dispute resolution
- Facilitate and support cross entity planning and co-ordination between mana whenua
- Establish and implement effective mechanisms and processes for working in partnership with the Engagement and Communications function in the National Transition Unit to deliver a comprehensive, cohesive and connected engagement approach that meets the needs of Iwi/Māori and enables them to partner effectively in the management of water resources and in the establishment and ongoing operation of the four new entities
- Ensure that the commitments in the Crown’s broader partnership with Māori, and its Te Tiriti o Waitangi obligations are effectively understood, and appropriately reflected in the engagement and communications plans and activities of the Three Waters Reform Programme
- Support the programme to deliver on its outcomes by providing timely advice, guidance, review and assistance throughout the programme on the Crown’s commitments and obligations to Iwi/Māori to ensure they are adequately reflected in the programme’s engagement approach and that nothing negates, detracts from, or hinders those commitments and obligations from being met.
- Build the capability of the broader programme and the new water entities to support and approach relationships with Iwi and Māori in a way that recognises Te Ao Māori and strengthens participation, knowledge and engagement

Programme Management and Delivery

- Oversee delivery of, and reporting on, the Strategic Relations Iwi/Māori components of the Three Waters Reform Iwi/Māori Group Work Programme
 - Manage effective risk mitigation, ensuring any risks are appropriately identified and proactively managed
 - Ensure alignment of delivery outcomes with Three Waters Reform objectives
 - Ensure accountability and reporting processes and procedures are in place as a key part of all work deliverables, and all individuals contributing to those deliverables are aware of standards and expectations
 - Provide regular reporting to the Three Waters Reform Programme, senior leaders, and other individuals/entities as required
 - Proactively manage the impact of dynamic and shifting priorities through collaborative processes with other managers to reprioritise work and allocate people and resources across the work programme to maximise impact
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People Leadership and management

- Lead and manage the team in line with HR guidelines and DIA's inclusion & diversity approach and the competencies
- Ensure team members are clear on their role, function, goals/outcomes and their contribution to the NTU goals and outcomes
- Enhance the performance culture within the team, setting clear expectations, holding people accountable and actively managing and enabling delivery of the work programme
- Manage the performance and development of staff in accordance with DIA processes and the needs and priorities of the NTU Demonstrate leadership support for all Departmental initiatives, modelling expected behaviours to leaders and staff to create a desired workplace culture

Health and safety (for self)

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans

Health and safety (for team)

- Inform, train and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
- Assess all hazards promptly and ensure they are managed

Who you will work with to get the job done

Internal	Three Waters Iwi/Māori Business Group Leadership Team and Staff
	Three Waters Reform Business Group Leadership Team and Staff
	Three Waters National Transition Unit Leadership Team and Staff
	Relevant staff across the Local Government Branch and the wider DIA
External	Iwi, hapū, whānau and wider Māori communities
	Iwi leaders and representatives
	Other organisations involved in the Three Waters work programmes
	Local authorities and agencies, professional associations, and other key stakeholders

Your delegations

Human Resources and financial delegations	tbc
Direct reports	6

Ngā pūkenga me ngā wheako | Skills and experience

Experience:

Ngā pūkenga me ngā wheako | Skills and experience

Commitment to Te Ao Māori and iwi/Māori outcomes

- Extensive senior-level experience in a strategic relationship management/engagement role, with a detailed and comprehensive understanding of the public policy and legislative processes
- Extensive experience working in partnership with iwi and hapū to deliver key outcomes and achieve results
- Demonstrated experience in engaging and working with whānau, hapū, iwi and roopu Māori to translate what you have seen and heard into meaningful advice and actions for the Three Waters Reform Programme
- Previous experience working at a senior level in a fast-paced, rapidly changing and evolving environment
- Demonstrated success in building, maintaining and using networked relationships to deliver results
- In depth leadership experience motivating and managing technical experts and teams
- Proven experience in working across organisational boundaries, and collaborating effectively to deliver shared outcomes

Knowledge:

- Te Ao Māori and Kaupapa Māori Frameworks
- Detailed and in-depth knowledge and understanding of Te Tiriti o Waitangi/The Treaty of Waitangi and the Crown's commitments and obligations to working in partnership with Māori, to reflect and support Te Ao Māori, and improve outcomes for Māori.
- In depth understanding of organisational dynamics and development and how to approach and achieve organisational change
- Detailed and in-depth knowledge and understanding of the machinery of government in the public sector
- Working Knowledge of Te Mana o te Wai and how it interacts with the delivery of the three waters reform programme
- Awareness of the Local Government system and machinery

Skills:

- Committed to kaupapa Māori processes
- Working knowledge and experience working in iwi/Māori environments
- Strong interpersonal, collaboration and relationship management skills – able to influence and gain the trust and confidence of diverse stakeholders
- Confident, decisive and adept at navigating a fast-paced and evolving environment with competing priorities and multiple stakeholders
- Ability to deliver against tight deadlines, work across boundaries, and maintain professionalism under pressure
- Have a good sense of humour, be reliable and focused on solutions
- Ability to work both collaboratively and independently in a rapidly changing and diverse environment
- Proven ability to manage risks to delivery across a complex portfolio of work
- Excellent communication and influencing skills
- Proven capability in effective problem definition, analysis, and resolution – including a demonstrated ability to quickly critically analyse information, draw appropriate inferences and conclusions, and act appropriately

Ngā pūkenga me ngā wheako | Skills and experience

Other requirements:

- Able to obtain the necessary security clearance as required
- Will be required to pass satisfactory background checks

Changes to Job Description / Ngā huringa ki te Whakaahuatanga

This job description may change over time as the Iwi/Māori business unit and Three Waters Programme evolves and changing priorities may occur. Therefore, we are open minded and committed to maintaining flexible structure which best enables us to meet changing needs. Responsibilities for this position may change over time as the job evolves and such change may be initiated as necessary by the executive director Iwi/Māori.