

Te Tūranga Mahi

Job Description



Job title	Kaiwhakamānawa (Māori Cultural Capability - Senior Advisor)
Group	People and Leadership
Section	Organisational Development
Responsible to	Organisational Development Lead
Responsibility for employees	None
Date	December 2025

Tō mātou whare Our organisation

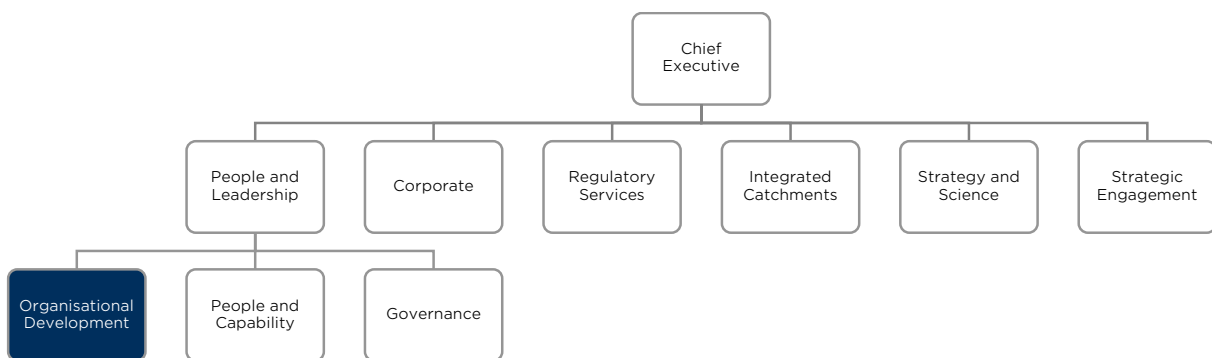
About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: <ul style="list-style-type: none"> o He taiao ora - a healthy environment, o He hāpori mata-hī awatea - future ready communities, o Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, o He whanaketanga mauri tū roa - Sustainable development, o Te Ara Poutama - The Pursuit of Excellence.

Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Tō mātou kāhui Our team

Organisational Development (OD) are a supportive and passionate team who design and deliver a range of kaupapa (initiatives/programmes) guided by our People Plan, Toi Tangata, to help us deliver great outcomes for our community, now and into the future. We want all our Toi Moana whānau (family) to have an exceptional employee experience, feeling valued, empowered and engaged in purposeful and meaningful mahi (work).

As part of the People and Leadership Group, we strive to be outcomes driven, understanding the context and outcomes required along with balancing the value and risk. We use evidence to inform our judgement to make our case, using insight from behavioural science, research, organisational data, stakeholder feedback and our team's expertise. We are values led, going beyond the rules to do what's right, valuing the work and the people we are here to support.



Te ito o te tūranga Job purpose

The purpose of this role is to develop Toi Moana employee confidence and capability in Te Ao Māori, so they can engage with Māori and key stakeholders with the utmost cultural integrity. “Whakamānawa” – means to inspire, build confidence, encourage and stimulate.

This job exists to provide high quality, expert senior advice in Māori cultural capability at an organisational, team and individual level. This includes planning, delivery and review for a wide range of Toi Moana organisational development kaupapa (programmes, activities and initiatives). This includes working alongside the Organisational Development (OD) team and internal/external Māori cultural capability experts to develop and implement Council's Te Reo Māori, Te Ao Māori, Tikanga and Te Tiriti o Waitangi capability programmes. All outputs associated with this role will be in direct alignment with the outcomes identified in He Korowai Mātauranga, Toi Tangata – Our People Plan, and other relevant organisational strategies.

Ngā honohononga Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Iwi, hapū and tangata whenua 	<ul style="list-style-type: none"> Collaboration and relationship management 	Daily
<ul style="list-style-type: none"> Consultants and contractors 	<ul style="list-style-type: none"> Relationship Management Secure services / monitor performance 	Daily

• Industry sector groups	• Networking, sourcing information, influencing	Occasionally
• Resources agencies	• Negotiate and performance manage preferred supplier arrangements	Occasionally
• Other local authorities	• Sharing information and services	Occasionally

Internal	Purpose and frequency of contact	
• Organisational Development Team	• Collaboration, advice and support	Daily
• People and Capability Team	• Collaboration, advice and support	Daily
• Strategic Engagement Group, specifically Te Amorangi team	• Collaboration, advice and support	Daily
• Communications Team	• Collaboration, advice and support	Daily
• Leadership Team	• Collaboration, advice and support	Daily
• Section managers and team leaders	• Service delivery, collaboration, advice and support	Daily
• All employees	<ul style="list-style-type: none"> • Service delivery, providing information, advice and responding to queries • Training implementation and delivery • Advice and support 	Daily
• Councillors	• Providing learning/information and responding to queries	On demand

Ngā wāhanga matua Key result areas

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

1. Organisational development
2. Project management
3. Relationship management
4. Corporate contribution

Ngā tūmahi matua Key accountabilities

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<p>1 Organisational development</p> <ul style="list-style-type: none"> • Provide specialised advice to Senior Leaders to significantly influence Toi Moana's Te Ao Māori culture change required to enable positive Māori partnerships, encouraging Te Ao Māori derived kaupapa wherever possible. • Consider the organisational capacity for change and apply change principles to maximise the way people are communicated with through change. • Design, develop and implement frameworks and methodologies that strengthen Māori cultural capability with the aim of continually enhancing the overall Te Ao Māori confidence and competence of the organisation. • Identify and develop organisational, team and individual capability requirements and align with strategy, people and processes to optimise effectiveness and achieve organisation goals. • Conduct team-based needs analysis in conjunction with leaders, to build capability and support the implementation of te Ao Māori. • Plan and deliver interventions that deliver against the Mātauranga Māori strategy (He Korowai Mātauranga), ensuring the foundation capability (muka/strand 1) is developed so Toi Moana can deliver on longer term strategic priorities (muka 2 and 3). • Design and deliver Māori cultural capability development needs for the organisation – includes but is not limited to: Te Ao Māori initiatives such as Te Reo programmes, wānanga, marae noho, waiata, Māori language week, Matariki, maramataka, and other appropriate forums/events. • Design and deliver Te Tiriti o Waitangi learning programmes to increase organisational understanding of how and when to apply the principles of the treaty in the workplace. • Develop relevant and well researched organisational capacity and capability initiatives which align with external Tangata Whenua capacity and capability initiatives, in order to grow relationships/partnerships between Toi Moana and Tangata Whenua. • Develop content and relevant materials to help deepen Te Ao Māori understanding, such as producing documents, content for internal websites, workshop presentations, etc. 	<ul style="list-style-type: none"> • All advice and recommendations are based on research and analysis and are provided in a professional and timely way. • Demonstrated commitment to continuous improvement and change. • Reporting utilises relevant metrics, is accurate and on time. • Any additional duties are completed to appropriate standards. • Māori cultural development opportunities for staff are implemented and maintained into business as usual (BAU) across the organisation, moving us towards organisational Mātauranga Māori implementation becoming BAU • Te Reo Māori, Te Ao Māori, Tikanga, and engagement skills are developing across the entire organisation, focussing specifically on individuals/teams who need this as a core part of their role.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Act as Te Ao Māori Capability expert advisor to the Leadership Team, offering training, coaching and advice as and when required. • Provide Te Ao Māori learning and development to Councillors, as identified and agreed with the Governance Manager. • Provide expert advice to staff on a range of Te Ao Māori capability topics. • Work collaboratively with the P&L Group to understand requirements and recommend/deliver solutions, supporting the team towards becoming bicultural (individually and as an organisation). • Assess the value of diagnostic tools to assess Māori cultural capability at individual, team and organisational level. • Work with the Organisational Development Team to create a learning culture that supports continual professional development, including coaching and mentoring cultural capability across the organisation. • Advise on learning methods that maximise learner engagement, learning transfer and impact. • Provide te reo Māori communications support and advice to the P&L group on significant people related communications. • Ensure interventions are measured; improvements are identified and implemented as appropriate. 	
2 Project management	
<ul style="list-style-type: none"> • Manage projects to deliver organisational culture or people development change, ensuring effective and timely delivery of outputs. Ensure contributors know what they are required to do and by when. • Prepare project plans and oversee relevant project budgets. • Monitor external contracts ensuring satisfactory performance. 	<ul style="list-style-type: none"> • Project contributors understand the objectives. The project is effectively managed; work is completed on time and within budget. • Projects appropriately funded and managed. • Contract outputs successfully achieved. • Project supports the goals, remit and direction of the wider P&L Group
3 Relationship management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, Iwi and Hapū, suppliers, consultants, and contractors. • Take a senior advisor approach to working with leaders and team members to develop needs-based solutions and training. • Advise and coach leaders and P&L group members to enhance capability and influence learning opportunities. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed at all times in a way that enhances the P&L Group as well as the overall organisation.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Maintain strong relationships with prominent thinkers of Mātauranga Māori as well as Kaumātua and leaders within Te Ao Māori. • Establish and maintain close working relationships with internal and external contacts including suppliers, other Councils, Consultants, and Contractors. • Monitor external contracts ensuring satisfactory performance. 	<ul style="list-style-type: none"> • Maori cultural competency is continually enhanced across the organisation. • Tikanga and Te Reo Māori is enabled and respected throughout relationships.
4 Corporate contribution	
<ul style="list-style-type: none"> • Promote the Vision, Values, and Leadership Model. • Demonstrate an understanding of the Treaty of Waitangi principles and application to Toi Moana. • Recognise individual responsibility for Workplace Health, Safety and Wellbeing 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 (CDEM). • Maintain professional development. 	<ul style="list-style-type: none"> • Responsibilities are completed, meeting specified standards and within agreed timeframes. • Treaty of Waitangi principles are known and demonstrated. • Hazards are identified and all incidents and accidents are reported. • Participation in wellness programmes, such as training and health monitoring. • Council records are created and maintained in information systems, meeting specified information management standards. • Participation in CDEM training and assist with civil defence emergencies, as part of BOPRC's responsibilities. • Appropriate training and development is undertaken as agreed.

Ngā āheinga rawa Delegations

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

Ngā wāteatanga Freedom to act

The job holder will be expected to carry out duties with minimal direction. The job holder may also be the only member of team with knowledge in a particular area. Guidelines and support available to assist the jobholder to make decisions, include:

- Organisational Strategy, Policies and SOPs
- Legislation

Ngā āhuatanga mahi Work complexity

Most challenging duties typically undertaken:

- Supporting and advising senior managers and leaders in specialist Māori cultural capability matters from design through to implementation.
- Engaging actively with line managers and People and Capability Senior Business Partners to transfer positive people development practices in all facets of interaction with their employees.
- Maintaining specialist knowledge on local/regional matters pertaining to Māori within the Region including iwi dynamics, Treaty settlement status, iwi political landscape.
- Maintaining a high level of integrity and confidentiality at a senior level at all times.
- Maintaining a high level of technical knowledge within all areas of Te Ao Māori in order to apply best practice to this work and communicate this to a range of audiences.
- Developing and maintaining positive relationships with a diverse range of internal and external stakeholders.
- Implementation of policies, strategies and procedures relevant to Council staff.

Kaupapa kē atu Other aspects

Significant aspects of this job that have not been captured elsewhere in this document:

- This job reports to the Organisational Development Lead and will therefore be relied upon to manage all aspects of Organisational Development services as they relate to Māori cultural capability.
- The accountabilities of partnering with multiple stakeholders, whilst supporting and providing advice to the P&L Group, will pose time demands on the jobholder and will therefore require a high level of organisational skills as well as advanced interpersonal skills.
- Recognising opportunities to capture Mātauranga Māori.

Ngā āhuatanga o te tangata Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• Bachelor's degree (preferred but not limited to business, social-sciences, education, human resources or relevant area) or equivalent level 5 Māori tertiary degree• A valid driver's licence required*¹	<ul style="list-style-type: none">• Post-graduate qualification in Education, Māori Development, Te Reo and/or Tikanga Māori.• Project Management certification.

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.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Minimum 6 years relevant post-qualification experience in a range of Māori education and development work. • Advanced knowledge and proficiency in Te Reo Māori, spoken and written, with an ability to fluently converse in Te Reo Māori • Advanced understanding of the application/implementation of Tikanga Māori Demonstrated mastery of educational and learning development strategies, frameworks and interventions. • Excellent written and verbal communication skills, in both English and Te Reo Māori, including demonstrated experience in learning facilitation. • Advanced attention to detail and the ability to apply good judgement when making decisions. • Displays a high level of emotional intelligence, including resilience, influencing skills, and effective interactions that build strong relationships. • Strong organisational skills with the ability to plan, prioritise and make decisions. • Experience in project and programme management – able to manage different projects and a large volume of activity, in a disciplined way. • Able to confidently present/speak in public forums such as marae hui, conferences, wānanga or other public speaking events 	<ul style="list-style-type: none"> • Existing networks with Iwi-Māori in the Bay of Plenty • Knowledge of the Bay of Plenty region • Experience with operating within Māori and non-Māori political environments, central/local Government. • Able to analyse data to tell a story through effective reporting. •

Ngā taumata tāera Key skills / 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"> • Adult learning and facilitation - Knowledge of adult learning principles and learning and development pathways, specifically Māori educational and learning development concepts, theory and research. • Te Ao Māori - Knowledge of Te Ao Māori/Tikanga/Te Reo Māori
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	<ul style="list-style-type: none"> • Adaptability and decision making - Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions • Project Coordination - Knowledge and experience in working on and supporting project coordination • Stakeholder relationships - ability to successfully manage a wide network of relationships • Communication - Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience • Problem resolution and negotiation - Resolve issues of stakeholders ensuring actions address stakeholder needs and expectations • Leadership - Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning and development are valued
Working knowledge	<ul style="list-style-type: none"> • Knowledge of relevant issues and trends relating to Māori • Facilitation and/or training experience to build cultural competency within the organisation • Knowledge of Māori dynamics in the region • Project and time management skills • High level computer literacy, including Microsoft suite of software • Well-developed communications and written skills
Awareness	<ul style="list-style-type: none"> • Understanding of the Treaty of Waitangi • Significant Māori issues, national, regional and local • Health and safety legislation and personal HSE obligations • Community, cultural and political awareness • Council Policy, Organisational Vision and Values

Ngā tuakiritanga o te tangata Personal attributes and behaviours

- Values based - Ability to positively demonstrate the Bay of Plenty Regional Council's organisational values of Trust, Integrity, Courage, Manaakitanga, Kotahitanga and Whanaungatanga
- Ethical practice - Building trust by role-modelling ethical behaviour and applying principles/values consistently in decision-making.
- Professional courage and influence - Showing courage to speak up and skilfully influencing others to gain buy in.
- Valuing people - Creating a shared purpose and enabling people development, voice and well-being.
- Working inclusively - Working and collaborating across boundaries, effectively and inclusively, to achieve positive outcomes.
- Passion for learning - Demonstrating curiosity and making the most of opportunities to learn, improve and innovate.
- Insights focused - Asking questions and evaluating evidence and ideas, to create insight and understand the whole.
- Situational decision-making - Making effective and pragmatic decisions or choices based on the specific situation or context.
- Commercial drive - Using a commercial mind-set, demonstrating drive and enabling change to create value.
- Working inclusively - Working and collaborating across boundaries, effectively and inclusively, to achieve positive outcomes.

Ngā whāinga kē atu Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Often required to participate in site/field visits and hapu, iwi, marae hui
- The requirement to work outside of normal hours when necessary
- Occasionally required to manage and resolve conflict situations

Te panonitanga o te tūranga mahi 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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date