

Job Description



My Position

Position:	Kaihautū
Responsible to:	Chief Executive
Job Purpose:	<p>As a senior advisor to the Mayor and Councillors, the Chief Executive, and the Leadership Team, you play a leadership role in the development of strategic and operational rangatira to rangatira relationships between the Tasman District Council and the eight iwi of Te Tau Ihu enabling the organisation to ensure tikanga Māori cultural policy is embraced by the organisation, and that decision-making is fully and effectively informed by Māori perspective. You will have the mana to stand with and engage with the leaders of Te Tau Ihu.</p>

You also provide cultural support to the Mayor and Councillors, Chief Executive and Council staff in respect of tikanga; and provide leadership and guidance to both partner effectively with Maori and support an internal culture which is welcoming, inclusive and acknowledges te ao Māori. You will help to bridge the gaps between iwi, Council, the wider community to help realise the partnership embodied by Ti Tiriti.

Our Council

Our Vision:	<p>Thriving communities enjoying the Tasman lifestyle</p> <p><i>Hapori pakari e manawaru ana te noho ora pai ki Tahimana</i></p>
Our Purpose:	Making Tasman Great
Our Story:	We're recognised leaders in our roles, who provide good value and have a reputation for being among the best at what we do
Our Place, Our Future:	Our vision for the Tasman District is to be a thriving, vibrant, interactive community where people enjoy a wonderful lifestyle and the natural environment is well cared for, where we all live and work sustainably, with employment opportunities for everyone and where residents and visitors can enjoy the stunning natural beauty of our District.

Our Values

We support our Vision and Purpose through living our values.

Giving Service	The people and places of the District are at the heart of everything we do. Our services touch the lives of everyone and enable communities to reach their potential.
Communicating Effectively	Open and effective communication is critical to our work. It engages and connects us and shares understanding and knowledge from which everyone benefits.

Working Together	We are all one team, achieving more by working together as a team with our partners. Sharing our problems and solutions leads to better decision making and outcomes.
Showing Leadership	There is a leader in every one of us. Leadership is a shared value that we show. This means demonstrating leadership in our own work an when leading our people and communities.
Working the Tasman Way	We value Tasman's unique and diverse people and places. We are resourceful, innovative and committed to meeting our communities' needs and aspirations.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Relationship Management</p> <ul style="list-style-type: none"> Develop and maintain effective relationships, fostering collaboration with internal groups, iwi and key stakeholders. Anticipate and identify opportunities to respond to the needs of internal and external parties and partners. Monitor relationships and anticipate and resolve critical issues quickly. Maintain and enhance Council's reputation by leading significant cultural interactions. Represent Council where the Mayor or Chief Executive are unable to attend critical hui, wānanga and Committee meetings. 	<p>Relationship Management</p> <ul style="list-style-type: none"> Strong relationships are evident between the job holder and the Mayor, Chief Executive, Leadership Team, iwi, hapū and whanau. Council has insight into critical issues, needs and aspirations of iwi Māori katoa. Council is positioned to work strategically with iwi.
<p>Advice & Guidance</p> <ul style="list-style-type: none"> Provide strategic advice to the Mayor and Council, the Chief Executive on fulfilling requirements relating to the principles of the Treaty of Waitangi / Te Tiriti o Waitangi as expressed via relevant legislation including the Local Government Act 2002, the Resource Management Act 1991 and the Civil Defence Emergency Management Act 2002. Provide advice and liaison between Council and its Committees, and Council staff in respect of Council activities and the impact on Māori. Monitor and advise Council on relevant emerging local and national issues important to both the Māori community and local government. 	<p>Advice & Guidance</p> <ul style="list-style-type: none"> Council meets its legislative obligations in respect of the engagement and participation of Māori in local government processes. Council moves beyond mere compliance into a partnership approach with iwi that reflects Ti Tiriti o Waitangi. .
<p>Organisation Capability</p> <ul style="list-style-type: none"> Lead the provision of high quality cultural advice to the Mayor, the Chief Executive, the Leadership Team and Council staff in respect of Council functions and activities. Develop systems and processes that improve the effectiveness of Māori involvement in Council processes. Contribute to the development of Māori specific policy in relation to the principles of Treaty of Waitangi / Te Tiriti o Waitangi and relevant legislation. Advise and contribute to building a cultural capability and support the implementation of cultural capability programmes. 	<p>Organisation Capability</p> <ul style="list-style-type: none"> The Council and Council staff are able to confidently engage with Māori in external settings, recognising and reflecting tikanga and local cultural norms. Te ao Māori is effectively integrated into Council's strategic planning and processes. The Council is able to articulate its own internal tikanga. Council staff are provided with a safe environment in which to learn and engage in aspects of te ao Māori

<ul style="list-style-type: none"> • Empower and support Council staff in their decision-making as this may affect Maori rights and interests. • Promote knowledge and understanding of the Treaty of Waitangi / Te Tiriti o Waitangi within the organisation. • Work across the organisation to integrate iwi values into the Council's business as usual thinking. 	
Teamwork <ul style="list-style-type: none"> • Provide a contribution to, or participate in, any projects or improvement initiatives, within the organisation where the opportunity arises. • Work with a positive attitude and build/maintain relationships with other staff and external parties. 	Teamwork <ul style="list-style-type: none"> • Positive contributions and participation is evident. • Positive and good working relationships exist.

My Contribution

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities, and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the Council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.
- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Demonstrated fluency in te reo Māori is essential.
- A good understanding of Māori business both locally and nationally.
- A good understanding of legislation directly related to issues Māori, particularly Local Government Act 2002, Te Tau Ihu Treaty of Waitangi Settlement Act 2014.
- A good working knowledge of tikanga and mātauranga Māori.
- Proficient level of digital literacy.
- A degree in a relevant field.

My Personal Attributes:

- Mana and ability to contribute to the development of Māori specific policy development.
- Ability to build and maintain key relationships in the Māori community.
- Proven record of interacting at a senior management level.
- Excellent analytical, written and oral communication skills.
- Demonstrated problem solving, use of initiative and good judgement skills.
- Excellent consultation, collaboration and negotiation skills.
- Ability to gain and maintain professional credibility, confident and respect across a wide range of agencies, community groups and Council staff.
- Ability to manage projects, on time and to agreed budgets, including the management of specialist advisors and consultants.
- A team player.

My Agreement

My Name:

My Signature:

Date:

HOW DOES MY JOB FIT INTO THE BIG PICTURE?



THRIVING COMMUNITIES ENJOYING THE TASMAN LIFESTYLE



TO ENHANCE COMMUNITY WELLBEING AND QUALITY OF LIFE

COMMUNITY OUTCOMES

- Unique and natural environment is healthy and protected
- Urban and rural environments are people friendly, well planned and sustainably managed
- Infrastructure is efficient, cost effective and meets current and future needs Communities are healthy, safe, inclusive and resilient
- Communities have opportunities to celebrate and explore their heritage, identity and creativity.
- Communities have access to a range of, social, educational and recreational facilities and activities
- Council provides leadership, fosters partnerships, a regional perspective, and community engagement
- Our region is supported by an innovative and sustainable economy

VALUES

- Giving Service
- Communicating Effectively
- Working Together
- Showing Leadership
- Working the Tasman Way



JOB DESCRIPTION

