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| **My Position** |

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| **Position:** | **Kaihautū** | |
| **Responsible to:** | Chief Executive | |
| **Job Purpose:** | * To provide strategic engagement, tikanga Māori and mātauranga Māori advice to the Chief Executive, Leadership Team, the Mayor and Councillors, and Council staff. * To provide leadership and guidance to both to partner effectively with Māori and support an internal culture which is welcoming, inclusive and acknowledges Te Ao Māori. * To lead strategic engagement with Iwi, hapū, whānau and Māori organisations. * To provide insight into and leadership of initiatives that drive continuous improvement of the Council’s incorporation of Te Ao Māori across all of its business. * Identify and action opportunities within sector reforms for enhanced engagement and partnership with Iwi, hapū, whānau and Māori organisations within the organisation and alongside the other Council’s within Te Tau Ihu. * Ensure that Council’s decision making is fully and effectively informed by a Māori perspective. | |
| **Important Relationships:** | External   * All Iwi, whanau, hapu Māori organisations * Community groups and leaders * Ratepayers / residents * Kaihautū of Nelson City Council and Marlborough District Council * Government agency staff | Internal   * Chief Executive and Leadership Team * Mayor and Councillors * Managers and team leaders * Council officers |

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| **Our Council** |

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| **Our Council Vision:** | Thriving and resilient Tasman communities  *Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea* | |
| **Our Purpose:** | Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community | |
| **Our Internal Vision:** | Tasman Inspired  Driving value for Tasman’s people and places | *Whakangiha Te Tai o Aorere*  *Whakamana tātou ki ngᾱ wāhi katoa o Te Tai o Aorere* |

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| **Our Values** |

We support our Vision and Mission through living our values.

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| **Auaha –** *Innovation*   * We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment * We deliver a quality innovative and timely service * We take opportunities to learn and grow * We show initiative and flexibility to respond to our communities’ needs * We seek diversity of views and challenge the status quo | **Manaakitanga –** *Caring / Sharing*   * Our interactions with Iwi and others are guided by helpfulness and respect * We care for and develop our people, and are supportive and encouraging of others * We care about each other and actively engage in what we do * We communicate in a way that shows we are approachable and care about others needs |
| **Kawenga –** *Responsibility*   * We act professionally, showing respect, honesty, integrity, reliability and empathy * We take personal responsibility for our actions, decisions and performance * We choose to bring the right attitude to our work * We promote a safe work environment that puts the wellbeing and safety of our people first | **Whanaungatanga –** *Relationships*   * We actively seek to collaborate with colleagues, Iwi and others in the work we do * We work together to achieve the best overall result, outcome, or decision * We communicate clearly and tell stories to enable understanding and shared meaning * We embrace diversity and the opportunity to share our ideas and learn from others |

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| **My Role** |
| **Role of the Kaihautū** |
| You are a senior advisor to the Chief Executive, the Leadership Team, and the Mayor and Councillors. You play a leadership role in the development of strategic and operational rangatira to rangatira relationships between the Tasman District Council and the nine Iwi of the Tasman District. The Council aims to embrace the Māori perspective and ensure that it is informing and influencing Council policy, plans, processes and practices. You will have the mana to stand with and engage with the leaders of the nine Iwi.  You also provide cultural support to the Chief Executive, the Mayor and Councillors, and Council staff in respect of tikanga; and provide leadership and guidance to both to partner effectively with Māori and support an internal culture which is welcoming, inclusive and acknowledges Te Ao Māori. You will help to enhance engagement between Iwi, Council, and the wider community to help realise the partnership embodied by Te Tiriti o Waitangi. |

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| **My Key Result Areas** |

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| **My Priorities** | |
| What am I supposed to do? | How well am I supposed to do it? |
| **Relationship Management**   * Develop and maintain strong links and effective meaningful relationships, fostering collaboration with internal groups, Iwi leaders and representatives, key Iwi entities and right holders and 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. * Communicate Council decisions and achievements. * Develop an engagement framework that enables Iwi’s input and influence into Council plans and decisions. * Provide advice and support to staff to ensure the appropriate level of engagement with Iwi and key stakeholder groups. * Identify opportunities and risks associated with existing Iwi relationships, and make recommendations for ways of improving these relationships. * Monitor and advise Council on relevant emerging local and national issues important to both the Māori community and local government. * 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. | **Relationship Management**   * Strong relationships and trust is 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. * Iwi and key stakeholders build trust and confidence in the Council, and our ability to interact with them on issues of interest. * Feedback confirms that Council staff are engaging at the right level, with the right people and at the right time. * Opportunities for growing relationships are identified and pursued. * Risks are managed as best as possible, recognising that we won’t always get it ‘right first time’. * LT have an understanding of the ‘health’ of Iwi and key stakeholder relationships, opportunities and risks. |
| **Advice & Guidance**   * 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, the Civil Defence Emergency Management Act 2002 and other relevant legislation. * Provide advice and liaison between Council and its Committees, and Council staff in respect of Council activities and the impact on Māori. | **Advice & Guidance**   * 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 Te Tiriti o Waitangi. * Feedback confirms that Council staff are engaging at the right level, with the right people and at the right time. |
| **Organisation Capability**   * 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 input and influence in Council processes, plans, policies, decisions and practices. * Advise and contribute to building a cultural capability and support the implementation of cultural capability programmes. * Empower and support Council staff in their decision-making as this may affect Māori rights and interests. * Lead the facilitation of pōwhiri and mihi whakatau. * Facilitate the provision of specialist Te Reo Māori. * Promote knowledge and understanding of the Treaty of Waitangi / Te Tiriti o Waitangi within the organisation. | **Organisation Capability**   * 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. * Our style of engagement becomes more culturally competent and staff feel supported when engaging with Iwi. |
| **Leadership and Teamwork**   * Continually demonstrate enthusiasm for the Council’s purpose that inspires others to achieve goals and lead their staff towards high performance. * Develop a Cultural Capability Framework. * Lead the Te Ao Māori Working Group. * Provide a contribution to, or participate in, any projects or improvement initiatives, within the organisation where the opportunity arises. * Work across the organisation to integrate Māori /Iwi values into the Council’s business as usual thinking. * Work with a positive attitude and build/maintain relationships with other staff and external parties. | **Leadership and Teamwork**   * Council’s Values and expected behaviours are modelled at all times and any feedback received about my role is positive. * A Cultural Capability Framework exists and Council staff have a safe environment in which to learn and engage in Te Ao Māori. * The Council is able to articulate its own internal tikanga. * Positive contributions and leadership participation is evident from the job holder. * Positive and good working relationships exist. |

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| **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. |

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| **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.

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| **My Competencies** |

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| **My Qualifications and Experience:** | * Intrinsic understanding and application of tikanga Māori and mātauranga Māori. * Demonstrated fluency in Te Reo Māori is desirable. * Demonstrated ability to contribute and give direction to the development of Council’s policies, plans, and strategies. * Demonstrated ability in providing advice to, and interacting with senior leadership teams and elected members. * A good understanding of Māori business both locally and nationally. * A good understanding of the Local Government environment. * A good understanding of legislation directly related to issues Māori, particularly Local Government Act 2002, Te Tau Ihu \ Ngāi Tahu Treaty of Waitangi Settlement Act 2014. * Te Ao Māori and Iwi political acumen including an awareness of Iwi, hapū, whānau dynamics within Te Tauihu. * Experience in leading and sustaining good strategic relationships with Iwi, hapū and whānau. * Proficient level of digital literacy. * A degree in a relevant field. * A knowledge of the Tasman District, its communities and their issues. |
| **My Personal Attributes:** | * Mana and ability to contribute to the development of Māori specific policy development. * Demonstrated ability to build and maintain key relationships in the Māori community. * Ability to achieve key regulatory and non-regulatory outcomes. * 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. * Environmental awareness and appreciation of potential impacts of trends and legislation, etc pertaining to area of responsibility. * Strong focus on customer service and continuous improvement. * Ability to gain and maintain professional credibility, confidence 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. * Project management skills are desirable but not essential. * Comfortable being a role model and a good team player. |

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| **My Agreement** |

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| **My Name:** | ………………………………………………………………………… |
| **My Signature:** | …………………………………………………………………………. |
| **Date:** | …………………………………. |