

# Job Description



## My Position

<b>Position:</b>	<b>Māori Liaison Officer – Freshwater Projects (Fixed Term – 5 years) 0.5 FTE</b>
<b>Section:</b>	Environmental Information
<b>Group :</b>	Information, Science & Technology
<b>Responsible to:</b>	Senior Resource Scientist Freshwater & Estuarine Ecology
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To assist in implementing positive outcomes of projects funded by the Freshwater Improvement fund through MfE, specifically the Wetland Restoration Project and the Fish Passage Remediation Project.</li><li>• To ensure that information from iwi about significant cultural and natural heritage that applies to the specific project sites is taken into account, and to identify potential impact to any areas of cultural significance.</li><li>• To act as the key point of contact for all iwi entities associated with the Tasman district in relation to the above projects.</li></ul>

## Our Council

<b>Our Vision:</b>	Thriving and resilient Tasman communities <i>Te Manawaroatang o Te Tai o Aorere kai tupu, kia rea</i>	
<b>Our Purpose:</b>	Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community	
<b>Our Mission:</b>	Tasman Inspired	<i>Whakangiha Te Tai o Aorere</i>
	Driving value for Tasman's people and places	<i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i>

## Our Values

We support our Vision and Purpose through living our values.

### **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

### **Kawenga – Responsibility**

- We act professionally, showing respect, honesty, integrity, reliability and empathy

### **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

### **Whanaungatanga – Relationships**

- We actively seek to collaborate with colleagues, Iwi and others in the work we do

- We take personal 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
- 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

## My Group

### Role of the Information, Science & Technology Group

The Information, Science & Technology group manages and provides oversight of Council's valuable data. We enable systems, infrastructure and solutions to collect, store, protect and provide access to all of Council's information and we provide specialist advice and enhance our environment.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, tools, and science and by respecting, supporting and enabling others. Our systems and advice will empower our Council and our communities to make wise and enduring decisions by understanding the environment, technology and information held by Council.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain effective relationships, fostering collaboration with internal groups, iwi entities and key stakeholders.</li> <li>• Anticipate and identify opportunities to respond to the needs of internal and external parties.</li> <li>• Maintain and enhance Council's reputation by being the conduit with regard to cultural interactions.</li> <li>• To maintain a close working relationship with the Kaihautū and to seek support and advice so that decision-making is fully and effectively informed by Māori perspective.</li> </ul>	<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Strong relationships are evident between the job holder and Project Managers – Jobs for Nature, Kaihautū, iwi, Council staff, and other stakeholders.</li> <li>• Council has insight and understands the critical issues, needs and aspirations of iwi Māori katoa.</li> <li>• Council is able to manage its obligations to the community in a way that is respectful of tikanga Māori, kaitiakitanga and iwi interests.</li> <li>• The Kaihautū is kept fully informed on iwi related matters or potential impacts with regard to sites of cultural significance.</li> </ul>
<p><b>Liaison and Advice</b></p> <ul style="list-style-type: none"> <li>• Attend iwi meetings to provide updates on the status of freshwater improvement projects on a regular basis.</li> <li>• Act as a guide for onsite visits by iwi when required.</li> <li>• Attend hui and wānanga (at times these may occur outside of normal working hours).</li> <li>• Maintain an accurate record of observations relating to the fish passage remediation and wetland restoration projects.</li> <li>• Carry out Health and Safety inductions to onsite visitors as required.</li> <li>• Keep your Manager up to date with issues that may require further attention.</li> </ul>	<p><b>Liaison and Advice</b></p> <ul style="list-style-type: none"> <li>• Iwi and other key stakeholders are highly motivated to achieve the outcomes sought by the project.</li> <li>• Is recognised as the key contact by iwi for provision of information and site visits.</li> <li>• Information provided encourages positive feedback from iwi, the freshwater working group and other relevant community groups.</li> <li>• Visitors are fully inducted and no incidents or accidents are reported.</li> <li>• Positive feedback from your manager confirms issues have been escalated when necessary to ensure timely resolution or completion.</li> </ul>
<p><b>Teamwork</b></p>	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Positive contributions and participation is evident.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide a contribution to, or participate in other projects or improvement initiatives, within the organisation where the opportunity arises.</li> <li>• Work with a positive attitude and build/maintain relationships with other staff and external parties.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and constructive working relationships exist.</li> <li>• Council staff and MfE appreciate the activity and value of the job holder's contribution to the successful outcome of freshwater projects.</li> </ul>
<b>Reporting and Events</b> <ul style="list-style-type: none"> <li>• On-site observations are accurately recorded.</li> <li>• Take notes at hui and field days (as invited and appropriate), and assist with preparation of Mātauranga Māori reports</li> <li>• Prepare monthly/quarterly progress reports and distribute to all relevant parties.</li> <li>• Assist with organising wānanga and other events as appropriate.</li> </ul>	<b>Reporting and Events</b> <ul style="list-style-type: none"> <li>• Notes from hui and field days provide an accurate record.</li> <li>• Reports are clear, delivered in a timely manner and well received by iwi.</li> <li>• Events are well-attended, productive and run effectively.</li> </ul>

## 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:**

- 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.
- Fluency in te reo Māori is desirable.
- A sound working knowledge of tikanga and mātauranga Māori.
- Proficient level of digital literacy.
- A degree in a relevant field would be an advantage.

**My Personal Attributes:**

- Ability to build and maintain key relationships in the Māori community.
- Good 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.
- Highly organised with the ability to work on multiple projects at any one time, prioritising and planning effectively to ensure timely delivery of programmes and projects.
- A constructive and supportive team player.
- This position will involve work outside of normal working hours, including attendance at iwi meetings, hui and wānanga.

**My Agreement**

**My Name:** .....

**My Signature:** .....

**Date:** .....