

POSITION TITLE:	Mana Whenua Engagement Coordinator		
GROUP:	Māori Partnerships Group	SECTION:	Māori Partnerships Group
REPORTS TO:	Group Manager Māori Partnerships -Te Pou Whakarae		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS1	GRADE:	13
DATE REVIEWED:	December 2024		

HBRC STRATEGY

Our vision:

We want a healthy environment and a resilient and prosperous community.

Our purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our values:

- **Partnership and collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The role of Māori Engagement Coordinator is to provide administrative support and coordination to the Mana Whenua Relationship Managers and Kaihautū Pūtaiao - Mātauranga Māori, to ensure the successful delivery of the Council's flood protection infrastructure rebuild projects across Hawke's Bay and to enhance engagement with tangata whenua across our region. The role is responsible for connecting and reporting on, the work of the mana whenua relationship managers to the IPMO Comms and Engagement team. The role provides a valuable function within the Comms and Engagement team and the wider IPMO team, and reports through to the Māori Partnerships group.

GROUP AND TEAM GOALS:

The Regional Projects team provides the following role and functions as part of the Asset Management Group:

- Rapid Rebuild projects for the recovery after Cyclone Gabrielle
- Provide a centre of expertise in capital project delivery.
- Maintain and improve the project management framework.
- Deliver a portfolio of capital infrastructure projects within agreed timeframes and budget
- Ensure that the Council is informed of Māori perspectives and is meeting its Māori-specific statutory and Treaty Settlement obligations in the work that it does.

Ensure that Council staff develop an understanding of Te Ao Māori (Māori view of the world) Recognise, acknowledge and partner with Tāngata Whenua entities across our region.

The Māori Partnerships team provides the following role and functions within the Council:

- Provide quality advice and strategic support and leadership to the Council, Chief Executive, senior leadership and wider staff in order to enable effective partnerships and engagement with, and meaningful participation in the Council's work and processes by tāngata whenua.
- Work with teams across Council to ensure the effective operation of the Council's Māori Standing Committee and Regional Planning Committee, including managing agendas and advice, and liaising with Committee Chairs, Co-Chairs and tangata whenua representatives.
- Ensure that the Council is informed of Māori perspectives and is meeting its Māori-specific statutory and Treaty Settlement obligations in the work that it does.
- Ensure that Council staff develop an appropriate level of understanding of tikanga and Te Ao Māori, and its implications for their work.
- Is the principal connection with iwi, hapū, marae, post-settlement governance entities (PSGE's), Taiwhenua and Ngāti Kahungunu Iwi Inc across Te Rohe o Te Matau a Māui (Hawkes Bay Region)

JOB SPECIFIC ACCOUNTABILITIES

- Support delivery of the IPMO suite of infrastructure projects by facilitating and supporting the effective engagement with mana whenua.
- Act as a conduit between the IPMO Comms and Engagement, project, and Māori Partnerships teams internally, and mana whenua groups externally. They are the key point of contact between parties and will help to connect, coordinate, and relay key information between parties, where needed.
- Ensure that mana whenua entities have the appropriate information they need throughout the projects' lifecycles.
- Provide assistance and administrative support to the IPMO Comms and Engagement team around Māori engagement and report through activities on an agreed basis to the team, and as directed by the Comms and Engagement Team Lead.
- Work in liaison with, and support, the IPMO Comms Advisors and Engagement Advisor and report on Māori engagement activity (including the Relationship Managers) to the C&E team.
- Assist with report writing for various aspects of HBRC.
- Assist with setting up and attend mana whenua engagement activities, including community meetings.
- Keep robust records of engagement with mana whenua groups to ensure aligned communications.
- Collaborate with the Comms Advisor and C&E Lead in the administration and updating of the comms planning documentation.
- Develop effective relationships with Tāngata Whenua and local communities in the project areas.
- Ensure stakeholder information requests are dealt with appropriately in a timely manner.
- Take responsibility for the monitoring of incoming communications to the team around engagement, including emails and queries from both internal and external sources, to allow for prioritisation of workflows and any subsequent response.
- Represent Council at various events, as is appropriate.
- Generate information or activity reports as requested by the Manager Regional Projects and Comms and Engagement Team Lead.
- Actively support the team with proficient use in TechOne (with training).

FUNCTIONAL RELATIONSHIPS

Internal

- Māori Partnerships Group

External

- Consultants and contractors

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| <ul style="list-style-type: none"> • Group Managers • Asset Management Operations team • Communications and Engagement team | <ul style="list-style-type: none"> • Government agencies and departments • Local authorities • Territorial Local Authorities • Iwi and other community groups • Tāngata whenua • Mana whenua • Members of our community |
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COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relationships with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is always projected in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.

- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.

PERSON SPECIFICATION

Minimum qualifications and experience required.

- Relevant tertiary qualification, and a minimum of 3 years' experience in a similar position/industry.
- Demonstrated and in depth understanding of Tikanga and Te Reo
- In depth experience in community development/engagement or similar.
- Strong local networks, or proven ability to quickly establish strong relationships with a range of stakeholders
- An understanding of relevant legislation e.g. Resource Management Act 1991 & the Local Government Act 2002 and the obligations to Māori would be an advantage
- Demonstrated ability to deliver effective and efficient administration support
- Experience in the preparation of meeting documentation, minute taking and meeting follow-up
- High level of skills in Microsoft office suite
- Ability to deal with confidential material
- Valid full driver's licence required

Knowledge and Skills

- Well organised, able to prioritise multiple tasks and manage time to meet deadlines.
- Excellent administrative ability.
- Exceptional verbal and written communication skills.
- Strong organisational and time management skills.
- Ability to work well in a high-pressure, fast-paced environment.

Personal Attributes

- Strong ability to building partnerships and working collaboratively with others to meet shared objectives.
- Strong desire to provide excellent customer service.
- Proactive, methodical and intuitive.
- Ability to work under pressure.
- The capacity to understand the work and political environment of the Council, and the ability to identify how the role can contribute to achieving the Council's objectives.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES 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 for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name