

ROLE DESCRIPTION
September 2024

Title & Reporting Relationships

Position Title: **Kaitohutohu Āhei Kaupapa Māori (Advisor Māori Cultural Capability), Iwi Partnerships Team, Chief Executive Group**

Grade: SP 13-15
**Appointment will be made pending skills, experience, and the organisational needs at the time*

Reports to: Te Kaiwhakahaere - Hononga ā Iwi / Manager – Iwi Partnerships

Delegated Authority **Financial:** Nil

Purpose of the Group and the Position: One main principle of Te Tiriti o Waitangi is that of partnership between the Crown (and its representative) and Māori.

The Kapiti Coast District Council is committed to meeting its responsibilities under The Treaty of Waitangi/Te Tiriti o Waitangi and its obligations to Māori and mana whenua.

Hononga ā-Iwi is a recently formed Group, established to elevate the importance of the Councils commitment to our ongoing relationships with mana whenua within the Kapiti Coast rohe.

There are three mana whenua iwi within our rohe – Ātiawa ki Whakarongotai, Ngāti Raukawa ki te Tonga and Ngāti Toa Rangatira. Each is represented through their respective organisations – Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Te Runanga o Ngāti Toa Rangatira.

Our Iwi organisations representing each of the mana whenua iwi are maturing and transitioning, depending on what stage each organisation is at in their development speaks to their resources and capacity to contribute meaningfully to on-going demands – as there is an increasing expectation for Councils to partner with our iwi within the rohe – working together to support and promote community wellbeing - environmentally, socially, culturally and economically.

The Groups' role is to work with our mana whenua partners to facilitate clear communication, build strong relationships and partnerships between the different Council groups and mana whenua to ensure our iwi partners have a strong, well-informed voice in decision making.

We also provide strategic leadership and direction in building a culturally responsive Council organisation – increasing te ao Māori capability and capacity is ongoing.

Engaging early in decision making leads to a better understanding of the issues at-hand and increases opportunities for our iwi partners and Māori within our rohe.

The purpose of this position is to develop, implement and embed te ao Māori, te reo Māori me ōna tikanga into the organisation through using multiple approaches to engage with the multiple functions.

To do this, we need our staff to have the cultural capability to deliver on these commitments in their day-to-day work and be able to respond effectively to the needs and aspirations of Māori. This role is critical to the design and delivery Māori cultural capability programmes and ensuring an integrated approach that will lift capability across the wider organisation.

Indirect Reports:

Nil

Internal Customers:

This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

Iwi Partnerships Team
Organisational Development Team
Staff from across all teams within the Council
Council Kaumatua

External Customers:

Mana whenua Iwi and Mātāwaka
Hapū
Marae Committees
Māori community organisations
Local community groups
Māori Providers of Cultural Capability Programmes,
Courses and Workshops

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require that all staff demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi/Te Tiriti o Waitangi on the operations of a local authority.

Functional Key Results

Internal Cultural Capability – Te Ao Māori

- You will use your knowledge of mātauranga Māori and te reo Māori to identify relevant competencies and leadership behaviours that are bespoke to Council to inform the design of the prioritised programme of work.
- Advance and progress staff through te ao Māori centred programmes via initiatives and support services of your creation to increase pass and completion rates. Lead and/or Facilitate face to face training sessions with confidence, managing group dynamics, and ensuring a positive supportive learning environment.
- Lead and/or facilitate a range of cultural learning and development initiatives for the organisation that will support cultural confidence and capability. Using a variety of training methods, such as presentations, workshops noho marae and e-learning, to effectively convey information and engage staff.
- Create outcomes as part of the Hononga ā Iwi group for organisation wide cultural capacity.
- Collaborate with the Learning and Development Team on the creation and development of a measurement framework that assesses the cultural capability initiatives and org-wide cultural capacity outcomes.
- Monitor, assess and measure learning development feedback from staff to ensure that the initiatives have delivered on the agreed outcomes above and continuously improve training programmes based of feedback.
- Develop and implement effective kaupapa Māori induction and orientation processes across the Council that create a positive and engaging experience for all new kaimahi.

Te Reo Māori

- Develop and lead the approach to the development of a Te Reo Māori Policy and a review of the Macron Policy for Council, to align with the development of a Māori Strategy.

- Provide advice on te reo Māori usage across the organisation, obtaining additional support and advice from mana whenua iwi matanga reo where necessary.
- Facilitate the engagement of mana whenua Te Taura Whiri o Te Reo Māori licensed translators to provide translation services to Council.
- Advance and progress staff through te reo Māori programmes via initiatives and support services of your creation to increase pass and completion rates. Lead face to face training sessions with confidence, managing group dynamics, and ensuring a positive supportive learning environment.
- Using a variety of training methods, such as presentations, workshops noho marae and e-learning, to effectively convey information and engage staff in te reo Māori.
- Create te reo Māori learning outcomes as part of the Hononga ā Iwi group for organisation wide cultural capacity.
- Collaborate with the Learning and Development Team on the creation and development of a measurement framework for te reo Māori that assesses the te reo Māori initiatives and org-wide cultural capacity outcomes.
- Monitor, assess and measure learning development feedback from staff to ensure that te reo Māori initiatives have delivered on the agreed outcomes above and continuously improve training programmes based of feedback.

Tikanga Māori

- When appropriate, provide advice and fulfil tikanga Māori roles in support of Council work programmes and kaupapa.
- Develop and lead the Council approach to pōwhiri and mihi whakataū.
- Review Te Waka i Roto i te Atarangi o Kapiti (Te Waka) agreement alongside appropriate persons and implement organisation wide. Lead, grow and implement Te Waka, or otherwise, in accordance with the review and its outcomes.
- Conduct and provide tikanga “health checks” on internal Council lead activities (Citizenship Ceremonies) – report findings and provide solution focused recommendations.
- Lead, develop and collaborate with other staff and mana whenua to deliver Māori specific cultural initiatives to the rohe to whakamana nationally significant kaupapa Māori including but not limited to Waitangi Day, Matariki, Te Wiki o Te Reo, Mahuru Māori, Te Matatini.
- Develop and collaborate with staff and mana whenua to deliver iwi specific cultural initiatives to the rohe to whakamana kaupapa of significance to mana whenua.

Other Duties that are reasonably necessary for the proper performance of the Council.

Outcomes

- A prioritised and effective cultural capability work programme that supports the Council development needs. The Māori cultural capability workstream has defined outcomes, that are measurable and demonstrates an ongoing increment uplift in capability and achieving future requirements.
- The effectiveness of programmes should be reviewed quarterly to ensure alignment and the required outcomes are being delivered.
- Kaimahi across the organisation will be encouraged to take up the challenge and understand the importance of cultural capability and are motivated and supported to grow their understanding and adapt their work practice.

Development and Delivery of kaupapa Māori events districtwide to support increased community awareness, understanding and participation in te ao Māori.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational and Group values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and giving positive expression to rangatiratanga, whanaungatanga, and manaakitanga through the orientation, training and support of new staff in specific areas, providing manaakitanga as required.
- Provide a ringa manaaki and your pūkenga to tautoko any projects and initiatives within the Group/ organisation where required and the opportunity arises.
- Participate in initiatives and contribute your mātauranga and pūkenga to offer suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate rangatiratanga, kotahitanga, manaakitanga, whānaungatanga and kaitiakitanga participating as a member of the team undertaking all tasks maintaining positive mana enhancing working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective mana enhancing professional working relationship with all key stakeholders.
- Build and maintain effective mana enhancing working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
- Specific relationship management requirements for this role are as follows:

Internal

- Te Tumu Whakarae and Kaikaunihera - Mayor and Elected Members
Nature of Relationship – Information sharing and tikanga Māori advice where required (always in consultation with Kaihautū and Kaiwhakahaere). May be required to attend engagements for purposes of cultural safety.
- Kaihautū – Hononga ā Iwi – General Manager Iwi Partnerships
Nature of Relationship – Reporting, information, knowledge sharing and advice
- Kaiwhakahaere -Hononga ā Iwi – Manager Iwi Partnerships
Nature of the Relationship - Reporting, information, knowledge sharing and advice
- Kaitohutohu Matua – Hononga ā Iwi – Senior Advisor Iwi Partnerships
Nature of Relationship – Information and knowledge sharing, support and advice.
- Kaihautu – Senior Leadership
Nature of the Relationship – Information and knowledge sharing and advice
- Kaimahi – Council Staff
Nature of the Relationship - Information, and knowledge sharing and championing cultural capability for staff to better understand and meet our Treaty obligations.

External

- Mana whenua and Māori - Relationship management, enquiries, information sharing, advice, and assistance when required.
- Community

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through mana enhancing behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.

- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi/Te Tiriti o Waitangi and its application for the Council.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment.
- reporting any risks and/or hazards you become aware of in the workplace.
- observing all safety policies, procedures, and precautions, including wearing and using the protective clothing and equipment.
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours.
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- A minimum of tertiary level qualification and/or relevant work experience in a related field.
- Fluency in Te Reo Māori.
- Demonstrated experience in reviewing services and providing advice on service delivery improvement/development.
- Intrinsic understanding and application of tikanga Māori and mātauranga Māori.
- Comprehensive understanding of The Treaty of Waitangi/Te Tiriti o Waitangi and its principles: partnership, participation and active protection.
- Experience with fulfilling tikanga Māori roles within a kaupapa Māori space.
- Experience working with and/or for mana whenua, marae and Māori organisations.
- Demonstrates empathy and patience by understanding the challenges that some face when trying to change.
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated competence and familiarity with Information Technology including knowledge of common software packages such as Microsoft Office and the ability to learn new systems and processes.
- Highly effective communication skills, both oral and written.

- Holder of a current and valid NZ Drivers' license.
- Developing and maintaining a strong network of contacts, both inside and outside the organisation to facilitate collaboration and information sharing.
- Demonstrating integrity, honesty, and consistency in actions, building trust over time, and maintaining credibility with staff members at all levels.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.