



**MĀORI STANDING  
COMMITTEE**  
*Kia Reretahi Tātau*

## MĀORI STANDING COMMITTEE

15 FEBRUARY 2022

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### AGENDA ITEM 7.1

## CHAIRPERSON REPORT

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### Recommendations

The chairperson recommends that the Committee:

1. *Receive the Chairperson Report.*

### 1. Topic 1 – Māori Liaison Position

The proposed draft job description for role of Māori Liaison Officer is attached in Appendix 1. It has been reviewed by Amanda Bradley, General Manager, Policy & Governance. I suggest that as a committee we have a week to review it and to give feedback to the Chair.

### 2. Topic 2 – Dates for Strategy Noho

We need to set the dates for the Strategy Noho. Do we want to meet in person or set up a zoom meeting?

Report compiled by Narida Hooper  
Chair  
Māori Standing Committee

# Appendix 1 – Draft Māori Liaison Job Description



## POSITION DESCRIPTION

Nga mahi o te tari kāwanatanga | Working in the Public Service

Māori Translation

Our local government public service works collectively to make a meaningful difference for New Zealand communities. The purpose of all public service is to support our democracy, enable elected officials to develop and implement their policies, deliver high-quality and efficient public services, support Councillors to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

### The Position

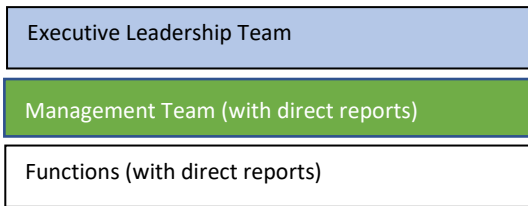
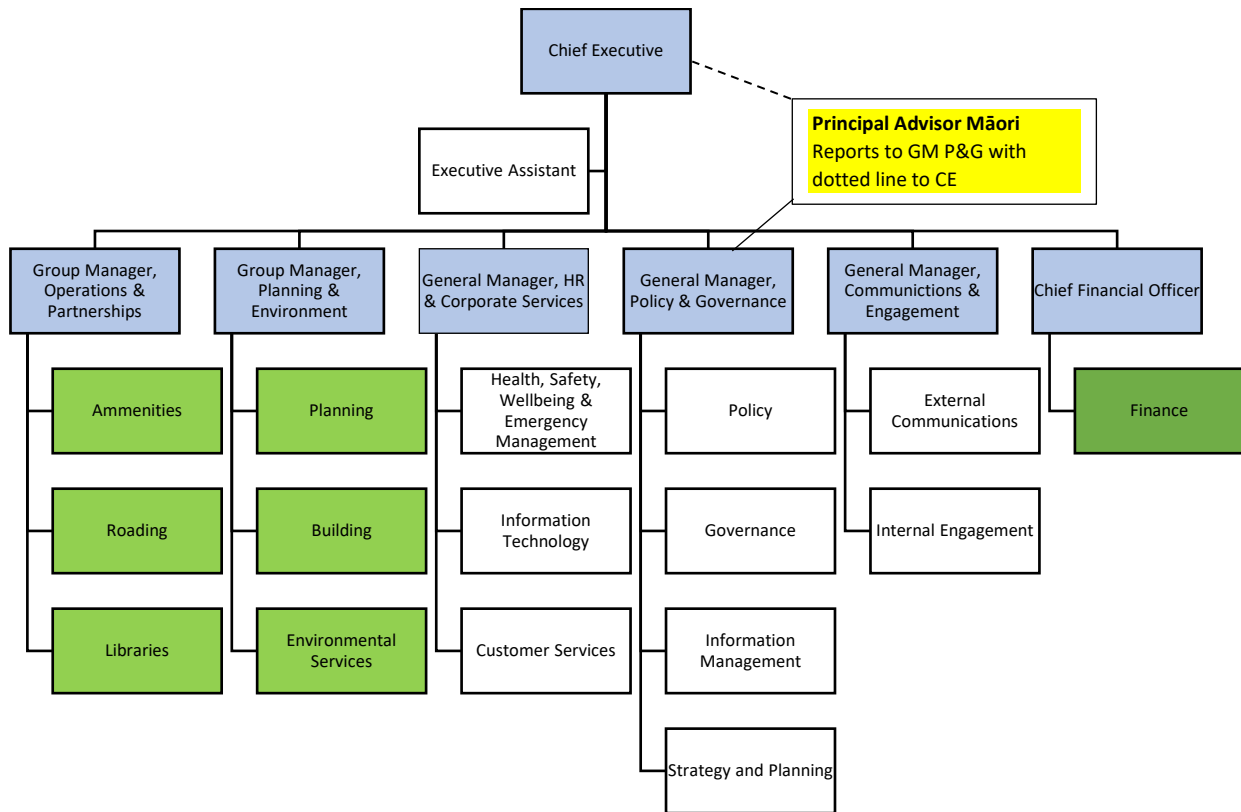
<b>Position:</b>	[te reo title] Principal Advisor Māori
<b>Department:</b>	Policy & Governance
<b>Team/s:</b>	Policy & Governance
<b>Responsible to (Manager):</b>	General Manager Policy & Governance with dotted line to Chief Executive
<b>Responsible for (direct reports):</b>	Nil
<b>Job Purpose:</b>	•
<b>Work location:</b>	Martinborough
<b>Employment type:</b>	Permanent
<b>Job grade:</b>	Do we have job grades?
<b>Budget responsibilities:</b>	[the LTP contemplated this role having an operational budget I think, so will need some financial delegations to support engagement in particular]
<b>Date prepared/reviewed:</b>	

### The Team

#### Role of the Policy & Governance Team

As part of the South Wairarapa District Council (SWDC/the organisation) we work as a team to deliver the best outcomes for our district. Specifically, \*short description of team's role within Council, goal and vision\*

**Where my role fits within SWDC (organisational context)**



In order to ensure quality service delivery is provided, this position must have well developed relationships. These include but are not limited to:

Internal	External
Chief Executive	Rangitāne o Wairarapa
Executive Leadership Team	Rangitāne Tu Mai Ra
Senior Managers	Ngāti Kahungunu ki Wairarapa
HR & Corporate Services team	Ngāti Kahungunu ki Wairarapa Tāmaki Nui a Rua Settlement Trust
Other Council staff	Whānau, marae, hapū and hāpori Māori within the Wairarapa
Mayor and Councillors	Neighbouring local authorities
Community Boards and Committee members	Wellington Regional Emergency Management Office
Māori Standing Committee	Other relevant technical professionals
	Crown agencies and departments (such as Te Arawhiti and Department of Conservation)
	The South Wairarapa community

## Our Council

<b>Our Vision:</b>	For the South Wairarapa to be an open, energetic and unified community
<b>Our Mission:</b>	To be future focused, growth orientated and exercise sound judgement
<b>Our values</b>	We support our Mission and Objectives through living our values. These are: <ul style="list-style-type: none"> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Good Customer Service</li> <li>• Accountability</li> <li>• Teamwork</li> </ul>

## Mō te tūnga | Role Overview

The [te reo title] Principal Advisor Māori is responsible for working across all parts of our council and provides sound strategic and operational advice to our elected members and officers, to ensure that South Wairarapa District Council acts in a manner consistent with the principles of Te Tiriti o Waitangi, and all relevant legislative requirements.

Supporting and leading initiatives to utilise mātauranga Māori and kaupapa Māori frameworks to realise better outcomes for mana whenua and Māori in the district.

Providing specialist advice on how our services, interactions and engagement could be improved to better meet the needs and aspirations of mana whenua and Māori in the district.

This is a highly collaborative role that will need to actively build and maintain relationships with the SWDC elected members, Executive Leadership Team and Council officers, and mana whenua and Māori in the district.

Communicating and engaging to bring all stakeholders along on the journey of building the capability and capacity of Council will be a core part of the role; connecting, facilitating and winning hearts and minds.

Outcomes	Responsibilities
<b>Organisational strategy, policy and planning is developed and implemented to enhance SWDC capability to deliver on its responsibilities under Te Tiriti o Waitangi.</b>	<ul style="list-style-type: none"> <li>• Support SWDC to develop strategic alliances with Māori across our systems.</li> <li>• Support SWDC to ensure that te ao Māori is embedded in the design, planning, and delivery of services.</li> <li>• Provide a cross-organisational Māori policy perspective.</li> <li>• Advise on how SWDC can contribute to achieving the identified priorities of mana whenua in the district through policy and strategy development and service delivery.</li> <li>• Support the development and implementation of an organisational capability framework for working within te ao Māori for both elected members and Council officers that would include (but not be limited to): <ul style="list-style-type: none"> <li>○ Induction</li> <li>○ Access to training programmes in te Tiriti of Waitangi, te reo, tikanga, and mātauranga Māori</li> <li>○ Policy development</li> <li>○ Operational service delivery</li> </ul> </li> </ul>
<b>Healthy and productive relationships are developed and nurtured between SWDC elected members and Council officers and mana whenua and Māori in the district.</b>	<ul style="list-style-type: none"> <li>• Provide a knowledgeable perspective and quality advice on all planned engagement with mana whenua and Māori in the district.</li> <li>• Work across the organisation to align engagement opportunities and create cohesive narratives about our work that are meaningful for mana whenua and Māori communities.</li> <li>• Maintain regular connection with hapū, marae and iwi entities to support a holistic relationship between SWDC and Māori and support elected members, the executive leadership team, and other Council officers to work in te ao Māori context.</li> </ul>

<b>Te Tiriti o Waitangi settlement with mana whenua is understood and well implemented in a local government context.</b>	<ul style="list-style-type: none"> <li>• Promote and advise on the importance of Te Tiriti o Waitangi, settlement legislation and the role of mana whenua as Tiriti partners, and the practical application of this, in delivering strategic outcomes.</li> <li>• Oversee the implementation of Tiriti settlement outcomes and processes at SWDC.</li> <li>• Provide advice to elected members and Council officers on their decision-making requirements with regards to the rights and interests of Māori.</li> <li>• Support SWDC to establish and maintain appropriate partnership, representation, and governance models to meet the needs and preferences of mana whenua and Māori in the district.</li> </ul>
<b>Te reo me ona tikanga Māori are used and promoted as an official language of Aotearoa, New Zealand.</b>	<ul style="list-style-type: none"> <li>• Promote and support the use of te reo Māori at SWDC, including in official documents and public communication channels.</li> <li>• Provide advice on the development of communications and design products that meet the needs of Māori communities, including appropriate use of te reo Māori and Māori design</li> <li>• Provide advice to staff and elected members on understanding and applying tikanga appropriate to the Wairarapa, within formal and everyday settings.</li> </ul>
<b>Reports and official documents enable good decision making by elected members.</b>	<ul style="list-style-type: none"> <li>• Write and contribute to reports that enable quality decision making by elected members.</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>•</li> </ul>
[generic outcomes]	<ul style="list-style-type: none"> <li>•</li> </ul>

## Ngā āhuatanga e hiahiatia ana e Mātou | Person specification

### Qualifications, skills, and experience

- A strong understanding and knowledge of Māori rights and interests within a local government context, especially within the Local Government Act and the Resource Management Act.
- Tertiary qualification in a relevant field or equivalent experience.
- Proven ability in effective relationship management and communication with mana whenua groups, Māori groups, individuals, community groups and larger community organisations.
- Ability to apply mātauranga Māori frameworks to support council projects
- Excellent communication skills – both written and verbal.
- Highly developed problem solving and analytical skills.
- Experience with interpreting legislation and developing policy.
- Proven ability to effectively analyse and report on complex problems and to document a range of alternative solutions appropriate to the nature of the issues examined.
- The ability to plan and work effectively both independently and as a member of a multidisciplinary team, providing coaching and mentoring as required.
- A high level of competency in te reo me ona tikanga Māori is desirable.

### Personal Attributes

- Ability to see the overall picture
- Excellent interpersonal skills

- Proven ability to listen and deliver solutions
- Sound judgement but non-judgemental
- Ability to build, develop and maintain good working relationships
- Attention to detail
- Flexible and adaptable within a changing environment
- The ability to work autonomously as well as being an effective team member
- Ability to present information, analysis, and ideas both orally and in writing, in a convincing manner
- Solution-focused and pro-active
- Self-motivation, energy, and drive
- Proven ability to prioritise and manage time
- Customer-focused
- Resilience
- Able to be discreet, mature, sensitive, and confidential

## Leadership Capabilities

- Customer orientation - aware of the role of internal and external customers in the business and able to meet customer needs in a timely and effective manner
- Develops Long Term Relationships - The ability to develop long term partnerships with customers and suppliers through satisfying needs and developing relationships
- Customer Improvement/Innovation - An attitude or approach to work that seeks to determine a better, more competitive and customer friendly way to execute activities
- Develops/Communicates a Vision - The ability to develop/communicate a vision of the future, along with strategies for producing the changes needed to achieve that vision
- Aligns/Empowers People - Getting people committed to a vision and empowering them to act
- Demonstrates/Promotes Teamwork - The ability to effectively lead and/or play a role in a team of people so they work together to achieve common objectives
- Recruits/Develops Talent - The ability to recruit, select and develop people who are strong performers and who have potential beyond their initial role
- Maturity/Composure Under Pressure - The ability to work toward business goals while maintaining high levels of integrity as well as dealing with others in an open, honest and direct manner. The ability to act in a rational problem-solving mode when crisis or confrontation arises
- Handling Business Complexity - The ability to quickly evaluate a business situation, formulate a creative course of action, alter course when required and think beyond tactical objectives
- Executional Excellence/Results Bias - The ability to assure the organised, smooth execution of ideas, plans and projects. To be on the move, work hard and stay focused on actions that meet personal accountabilities and objectives and produce a competitive advantage.
- Takes Ownership/Responsibility - A willingness to take initiative and accept responsibility for actions taken
- Functional Excellence - Possesses the technical or specialised knowledge to contribute to the bottom line as well as understand how to apply knowledge for business gain

## The principles by which we work

- Our people are the driving force for achieving our goals. They are our number one focus.
- We engage in honest and open conversations and respect one another's feedback and ideas.
- We encourage a growth mindset and an appetite for continuous learning.
- We work to understand our customer requirements and deliver quality outcomes and service visibly, consistently and repeatedly.
- We use plain language to write and explain because plain language helps create common ground and build connections. Making complicated simple and being transparent creates trust.
- We support initiatives to increase responsiveness to Māori including actively working to better understand Te Ao Maori and build relationships with Iwi and Maori stakeholders.
- We hold one another accountable for safety and security of our data and systems.
- We place high importance on each other's health, safety, and wellbeing. We speak up, we listen, and we act on health, safety and wellbeing concerns.

## My personal contribution to these principles

All staff at SWDC share these responsibilities, including me.

- I actively contribute to the achievement of community outcomes and SWDC strategic goals and objectives.
- I role model behaviours and attitudes that support SWDC 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 ensure that proper account of tikanga Māori and Te Tiriti o Waitangi is taken in all activities, including the principles of and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities, 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 also take reasonable care with the health and safety of others at SWDC (including visitors, volunteers, contractors, and general public).



- I actively seek out and promote business process improvement ideas/solutions that improve business efficiency 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, including training and exercises.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

#### Amendments to Position 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 – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle. (A review in job size and possible impact on remuneration structure of the position will only be considered where change of the position is significant (guideline: significant would typically involve a 25% change in the complexity / accountability of the role.)

#### My Agreement

**My Name:**

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**My Signature:**

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**Date:**

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