



Kaitakawaenga - Māori Liaison Officer

Part one: Job description

Job title:	Kaitakawaenga - Māori Liaison Officer	Location:	Carterton
Status:	Permanent	Effective:	September 2021
Team:	People & Wellbeing Team		

1. Role of the People & Wellbeing Team

The People and Wellbeing Team supports organisational development and capability, health and safety, employee/industrial relations, and staff wellbeing, to create a people-oriented, high-performance culture that enables our people to deliver great services to the Carterton community.

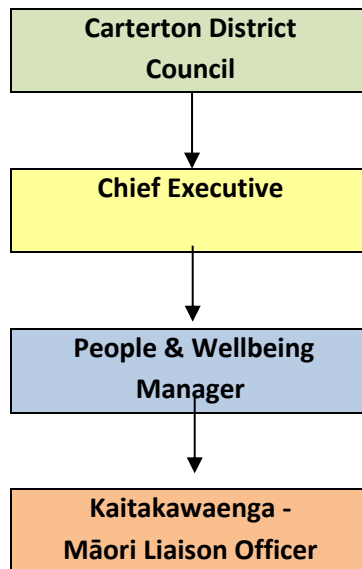
2. Purpose of the Role

To support Council to work in partnership with Māori by providing high quality cultural and strategic advice and support, facilitating Māori participation in decision-making, and leading Council wide guidance and training on Te Ao Māori, Tikanga Māori, Te Reo, and Te Tiriti o Waitangi.

3. Responsibilities

- Support elected members and council officers to work in partnership with iwi, hapū, marae, and hapori Māori
- Support Māori engagement and consultation processes across Council, ensuring authentic participation in decision making
- Lead and develop organisational understanding and capability in Te Ao Māori, Tikanga Māori, Te Reo, and Te Tiriti o Waitangi
- Support the integration of tangata whenua values, culture and language into the business of Council through the delivery of Council's Māori Responsiveness Action Plan.

4. Organisation Context:



5. Working relationships/reporting lines

The Kaitakawenga – Māori Liaison Officer reports directly to the People & Wellbeing Manager. The position has no direct reports.

The position has regular contact with a number of internal and external stakeholders including, but not limited to:

Internal:	External:
<ul style="list-style-type: none"> • Councillors, Committee and Advisory Group members • Iwi and marae representatives on council committees • CE and Executive Leadership Team • Managers • All other members of staff 	<ul style="list-style-type: none"> • Hurunui-o-Rangi Marae • Ngāti Kahukuraawhitia • Ngāti Kahungunu ki Wairarapa • Rangitāne o Wairarapa • Ngāti Kahungunu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust • Rangitāne Tū Mai Rā • Ko Wairarapa Tēnei • Other iwi, hapū, marae, and hapori Māori • Other councils and Government Agencies • Ratepayers and residents of the Carterton District Council

6. Key Result Areas

KEY RESULT AREAS	KEY TASKS
Partnerships and Relationships	<ul style="list-style-type: none"> • Support elected members and council officers to work in partnerships with iwi, hapū, marae, and hapori Māori to fulfil Council’s statutory responsibilities and commitment to Te Tiriti o Waitangi. • Support Council’s special relationship with Hurunui-o-Rangi Marae through the Memorandum of Understanding. • Support council and community initiatives and projects that encourage positive and authentic relationships with Māori.
Engagement and Participation	<ul style="list-style-type: none"> • Support Māori engagement and consultation processes across Council, ensuring authentic participation in decision making • Provide advice on the development of policies, procedures, systems and processes that help Council better meet the needs of Māori. • Provide guidance to the elected members and council officers on engagement and consultation with Māori, and support as required by attending events, functions and meetings.
Organisational Development and Capability	<ul style="list-style-type: none"> • Promote and advise on Māori kaupapa, tikanga, te reo and current affairs to enhance the understanding and capability of elected members and council officers. • Support and co-facilitate karakia, mihi whakatau/pōwhiri and other tikanga for relevant events, functions and meetings. • Identify and deliver training for elected members and council officers to enhance relationships, improve service delivery, and better meet the needs of hapori Māori. • Support the integration of tangata whenua values, culture, and language into the business of Council through the delivery of Council’s Māori Responsiveness Action Plan.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering to the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace.

<p>Council Contribution</p>	<ul style="list-style-type: none"> • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues. • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Act as an ambassador for Council and its services. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act within professional guidelines and council policies at all times. • Participate in Council's response to emergency events as practicable. • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the People & Wellbeing Manager.
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Part two: Person specifications

7. Skills and experience

- A relevant qualification, or equivalent experience, in Te Ao Māori, Tikanga, Te Reo, and Te Tiriti o Waitangi
- Te Reo Māori proficiency at an intermediate or advanced level
- Experience working with, and/or for, a mana whenua, iwi or Māori organisation would be an advantage
- Established relationships with Wairarapa iwi, hapū and/or marae would be an advantage
- Strong political awareness with an understanding of local government's role in the community
- Highly developed networking and relationship building skills with an ability to work collaboratively across all areas of council and community
- Ability to identify, develop, and deliver Te Reo Māori, cultural awareness, and Te Tiriti o Waitangi training
- Highly organised with an ability to work autonomously to deliver a consistently high standard of work
- Ability to physically carry out the functions of the position.

8. Personal attributes and behavioural competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.