

# POSITION DESCRIPTION

Position title:	Kaitohutohu Whakarae Māori   Chief Advisor Māori
Reports to:	Tumuaki   Chief Executive
Location:	Te Whanganui-a-Tara   Wellington
Key relationships:	Te Rōpū Kaiwhakahaere   Senior Leadership Team Te Maruata   Māori Elected Members Committee Te Kaunihera ā-Motu o LGNZ   LGNZ National Council Te Kaiwhakahaere Pūmanawa Tangata   People & Culture Manager Ngā kaitohutohu whāiti me ngā kaikirimana   Technical advisors and contractors Ngā kaimahi o LGNZ   LGNZ staff Ngā kaunihera ā-rohe   Local government/councils Ngā Iwi, hapū, whānau Ngā tari Māori me ngā hāpori   Māori organisations and communities

## About LGNZ

The Local Government New Zealand (LGNZ) vision is to create the most active and inclusive local democracy in the world. To achieve that, we champion, connect and support local government. And we’re looking for talented, passionate people to join us.

We represent the national interest of councils across New Zealand, speak out for local government in the media and build relationships in the Beehive, decode policy and make submissions. Our sector and zones connect members, and our networks provide targeted support, while our must attend conference brings everyone together. We’re the home of Mayors Taskforce for Jobs, we tailor professional development and induction to local government’s needs to deliver more of what matters in their communities, we develop templates and guides that councils can use, and we support elected members and councils when they get stuck.

## ROLE PURPOSE

The Kaitohutohu Whakarae Māori | Chief Advisor Māori will lead LGNZ to build Te Ao Māori and Te Tiriti capability both internally and throughout local government by working in collaboration with Iwi Māori, councils and other key stakeholders of deliver LGNZ’s strategic goals and priorities.

The position provides cultural and strategic advice to the Chief Executive and Leadership Team and works closely with Te Maruata, our network of Māori elected and appointed members, to develop and drive our Māori strategy and kaupapa Māori for local government. The Kaitohutohu Whakarae Māori will be the central liaison between LGNZ and Te Maruata, providing them with support and guidance when needed to progress Te Maruata kaupapa.

Internally, the Kaitohutohu Whakarae Māori, will work closely with the Chief Executive, Leadership Team, and People and Culture Manager to create the strategic foundations for LGNZ that enables, enhances and embeds te ao Māori and Te Tiriti o Waitangi into our work and outcomes.

Semi-regular travel across Aotearoa will be a requirement of this role.

## **Key accountabilities**

### **Building relationships**

- Support LGNZ to establish relationships with Iwi to develop and deliver LGNZ's strategy and amplify the profile and issues faced by Māori in local government
- Build and maintain positive working relationships with Te Maruata to support their contribution to LGNZ's advocacy, decision making and wider work programmes
- Understand LGNZ's full membership needs
- Build and maintain strong working relationships with LGNZ staff and National Council members to support the implementation of LGNZ strategy

### **Drive strategy**

- Lead the design, development and implementation of LGNZ's strategy to progress authentic Te Tiriti partnerships
- Support Te Maruata in the development and delivery of their work programme
- Support National Council and their committees to develop capability road maps to support their Te Ao Māori professional development
- Ensure a te ao Māori lens is embedded throughout LGNZ operations including policy and government relations work

### **Events and Projects**

- Provide sound cultural and strategic advice to the Chief Executive, Leadership Team and Events and Sponsorship Manager to ensure tikanga Māori is appropriately applied for LGNZ events
- Support the programme development of LGNZ events such as Te Maruata hui, SuperLocal conference and attendance at Waitangi
- Lead projects across LGNZ to deliver on our Māori strategy, including by proactively identifying and supporting opportunities for alignment of LGNZ's advocacy work programmes with other programmes such as Ākona, Te Korowai and other commercial opportunities

### **Building Internal Capability**

- Work with LGNZ Awhi Rito Rōpū to identify, develop and deliver capability programmes for staff (e.g. Te Reo Māori, Te Ao Māori, Te Tiriti o Waitangi)
- Lead LGNZ's annual noho marae activities

### **Financial**

- Manage own budget, ensuring reporting obligations are met

## **Health, safety and wellbeing**

- Comply with all of LGNZ's relevant Health & Safety policies, including being aware of hazards and risks
- Demonstrate commitment to Health & Safety by actively supporting and championing all health, safety and wellbeing initiatives
- Promote, champion, and drive continual improvement in your own health and wellbeing to create a healthy and safe culture

## **Knowledge and experience**

- Strong understanding of strategic policy and machinery of government
- Experience working with and/or for Mana Whenua, Iwi, or Māori organisations
- A strong understanding, and application of tikanga Māori and mātauranga Māori
- Demonstrable understanding of the principles of Te Tiriti o Waitangi
- Political astuteness in navigating the complexities of iwi and both central and local government
- Conversational or fluent in Te Reo Māori
- Demonstrable experience in developing and leading initiatives and/or projects
- Understanding and appreciation of local government's role in the community
- An understanding of how councils and local government operates would be beneficial

## **Critical competencies**

- Experience working in a complex and fast paced environment
- Experience building organisational capability in te ao Māori, including establishing strong relationships with iwi and Māori communities
- Effective verbal and written communication skills with the ability to quickly synthesise complex information and identify key issues, opportunities and impacts
- Team player who enjoys working in a collaborative way