

The Kaihautū is responsible for facilitating partnerships with mana whenua, and promoting collaborative and positive engagement with Māori to effectively deliver Council services and activities.

Marlborough District Council is committed to the principles of Te Tiriti o Waitangi (partnership, participation and pro-active protection) to meet the needs and the aspirations our communities.

Purpose of the position

The purpose of this role is to:

- provide day-to-day cultural and strategic advice to the Mayor and elected members, Chief Executive, Senior Leadership Team and staff to create and maintain respectful relationships with mana whenua.
- provide expert, objective and strategic advice to the Chief Executive and senior staff on all aspects of local authority functions and relevant statutes and regulations.
- take a leadership role in the development of strategic rangatira to rangatira relationships between mana whenua and the Marlborough District Council.
- encourage, support and lead Council-wide training on Te Ao Māori, Te Reo, Te Tiriti o Waitangi, and tikanga Māori.
- support and develop an internal culture which is welcoming, inclusive and acknowledges Te Ao Māori.
- enable the organisation to ensure policy, process and decision-making is fully and effectively informed by Māori perspective.
- support and co-facilitate mihi whakatau/pōwhiri and other protocols for internal and civic events and ensure that tikanga Māori is incorporated into event planning.
- provide leadership and guidance to grow the organisation's capability to create a sustainable and practical framework to grow cultural organisational capability, with the result of Council partnering appropriately with Māori.

Who you report to

Chief Executive

Hours of business

Council's public hours of business are 8.00 am to 5.00 pm Monday to Friday. Your hours of work are as per your employment agreement and flexibility in working hours including some weekends and evenings will be required.

Location

Marlborough District Council, Seymour Street, Blenheim.

Person specification

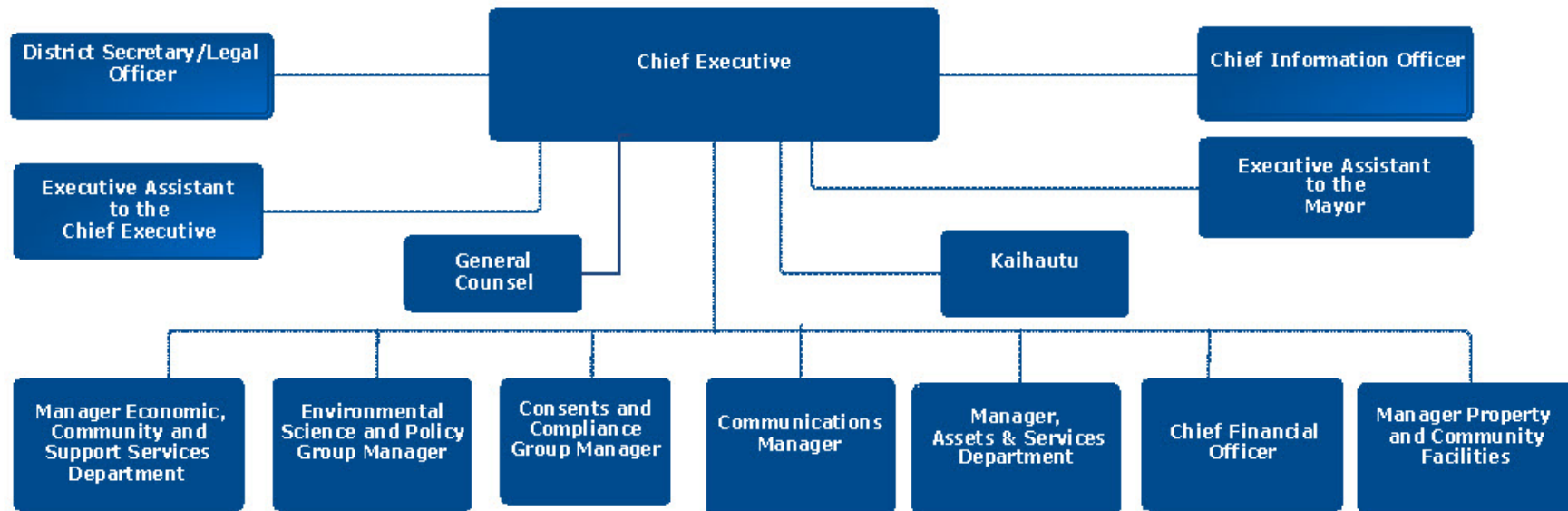
Competencies	Ability to demonstrate
<p>Personal qualities</p>	<ul style="list-style-type: none"> • A good working knowledge and proficiency in Te Reo Māori, tikanga and mātauranga Māori. • A good understanding of Māori business both locally and nationally. • An ability to build and maintain key relationships in the Māori community. • An ability to problem-solve complex situations. • A sound understanding of legislation directly related to issues Māori, particularly Local Government Act 2002, relevant Settlement Acts, the Resource Management Act and its policy statements and regulatory tools. • An ability to contribute to the development of policy and strategic management frameworks as they relate to Māori. • Proven record of interacting at a senior management level. • An ability to gain and maintain professional credibility, confidence and respect across a wide range of agencies, community groups and Council staff. • An ability to manage projects, on time and to agreed budgets, including the management of specialist advisers and consultants. • High level of written and oral communication. • Strong personal prioritisation and time management skills. • High degree of professional ethics and integrity. • Respectful, honest and open. • Takes accountability for own actions. • Cooperative and engages with others, shares the workload. • Is an effective team player across all levels of Council.
<p>Technical skills</p>	<ul style="list-style-type: none"> • Familiarity with computer packages, in particular Microsoft Office products. • Holder of a current and valid NZ Driver Licence.
<p>Qualifications and work experience required</p>	<ul style="list-style-type: none"> • A tertiary qualification in a relevant field is desirable. • A qualification or the equivalent significant knowledge and practical application in Te Reo Māori.

Position description

Key responsibilities	To achieve this you will need to	As a result we will see
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Champion mana whenua relations • Develop and maintain effective relationships, fostering collaboration with internal groups, and other key stakeholders. • Anticipate and identify opportunities to respond to the needs of internal and external parties and partners. • Monitor relationships and resolve critical issues quickly. • Maintain and enhance Council's reputation by leading significant cultural interactions. • Communicate Council decisions and achievements to mana whenua. • Represent the Marlborough District Council where the Mayor or Chief Executive are unable to attend critical hui, wānanga and Committee meetings. 	<ul style="list-style-type: none"> • Strong relationships are evident between the Mayor, Councillors, Council's senior managers and mana whenua. • Council has insight into critical issues, needs and aspirations of our communities. • Council is positioned to work strategically with mana whenua. • Council's cultural engagement is informed and appropriate. • Mana whenua receive timely and relevant reporting on decisions, initiatives, current affairs and Council business. • Council is represented and networking and relationship building is effected at important events.
<p>Advice and Guidance</p>	<ul style="list-style-type: none"> • Provide strategic advice to the Mayor and Council, mana whenua, Chief Executive and Senior Leadership Team on fulfilling requirements relating to the principles of Te Tiriti o Waitangi as expressed via relevant legislation including the Local Government Act 2002 and Resource Management Act 1991. • Provide advice and liaison between the Council and its Committees, particularly the Te Ao Māori Sub Committee, and Council officers in respect of Council activities and the impact on Māori. • Monitor and advise on relevant emerging local and national issues important to both the Māori community and local government. 	<ul style="list-style-type: none"> • Council meets its legislative obligations in respect of the engagement and participation of Māori in local government processes. • Council moves beyond mere compliance into a partnership approach with mana whenua that reflects Te Tiriti o Waitangi. • Council is informed of emerging and current issues.

Key responsibilities	To achieve this you will need to	As a result we will see
Organisational Capability	<ul style="list-style-type: none"> • Lead the provision of high quality cultural advice to the Mayor, Councillors, Chief Executive, Senior Leadership Team, Communications Team and Council Officers. • Develop systems and processes that improve the effectiveness of Māori involvement in Council processes. • Lead the development of Māori specific policy in relation to the principals of Te Tiriti o Waitangi and relevant legislation. • Advise and manage bi-lingual signage and tāonga across Council buildings and facilities. • Advise and assist road naming processes in the proper use of Te Reo Māori. • Advise and contribute to building cultural capability and support the implementation of cultural capability programmes. • Empower and support Council officers in their decision making on cultural matters. • Promote knowledge and understanding of Te Tiriti o Waitangi within the organisation. • Work across the organisation to integrate mana whenua values into the Council's business as usual thinking. 	<ul style="list-style-type: none"> • The Council and Council Officers are able to confidently engage with Māori in external settings, recognising and reflecting tikanga Māori and local cultural norms. • Te Ao Māori is effectively integrated into Council's strategic planning and processes. • Marlborough District Council is able to articulate its own internal tikanga. • Council buildings and facilities reflect value and respect for Te Reo Māori and tāonga under the care of Council. • Staff are provided with a safe environment in which to learn and engage in aspects of Te Ao Māori. • Staff are aware of cultural requirements and are confident in decision-making. • Staff and elected members are provided an ongoing opportunity to broaden their knowledge around Te Tiriti o Waitangi and how it applies to Council. • Tikanga Māori is naturally occurring within Council values and thinking.

Marlborough District Council Organisation Chart



Marlborough District Council

Strategic Framework

Over the next decade, Marlborough will become a globally connected district of progressive, high-value enterprises, known for its economic efficiency, quality lifestyle, desirable location and natural environment. Marlborough will be “Smart and Connected”.

The role of a local authority is defined in the Local Government Act 2002

Marlborough District Council (MDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council. Therefore Council has a wide range of activities that it undertakes – many of which it must carry out by law, including:

- key infrastructure: roads, footpaths, water, sewerage, rivers and drainage, waste
- regulatory responsibilities: Resource management act policies, monitoring and consents, building consents, maritime navigation and safety, biosecurity, food and liquor
- community facilities and support: parks and reserves, libraries, community grants, emergency management, community housing
- regional development: economic development, tourism and events, irrigation, car parking.

Organisational values

Staff Enjoy Working for MDC

MDC's values and behaviours are based on Respect, Professionalism and Integrity. MDC is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.

Supporting Organisational Values

All staff are expected to endorse and support the Council's Strategy, Goal and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

Our values are:

- We are open, transparent and collaborative
- We are partners with our tangata whenua iwi
- We involve and respect our many cultures
- We are innovative and strive for excellence
- We are adaptive and responsive to community needs
- We work in an environmentally sustainable manner

Organisational responsibilities

Key Responsibilities	To achieve this you will need to	As a result we will see
Public Relations	<p>Promote good community relations between the Council and residents of the District.</p> <p>Ensure the general public are dealt with in a courteous and positive manner.</p> <p>Ensure all enquires are processed quickly, politely, accurately and effectively.</p>	Active participation and contribution in promoting good community relations.
General	<p>Ensure the Chief Executive is properly advised on all matters affecting the Council and any changing national or local circumstances that may affect Management and Council.</p> <p>Be insofar as possible innovative, imaginative and forward-thinking in assessing the role of Kaihautū and its relationship with all other Council activities.</p>	Chief Executive and Executive Team is informed of emerging and current issues.
Strategic Issues	Identify strategic issues facing Council as well as innovative solutions.	Chief Executive is informed of strategic issues
Budgets and programmes	<p>Detailed work programmes and budgets prepared at appropriate times.</p> <p>Programmes and budgets implemented and maintained as required.</p>	Chief Executive.
Continuous Improvement	<p>Continually seek opportunities to improve services.</p> <p>Open to personal development opportunities.</p>	Improvements suggested. Procedures and processes are re-designed and developed.
Be aware of and comply with risk policy and giving advice	<p>Everyone has a responsibility to understand, report and manage operational and compliance risk. Managers must familiarise themselves and comply with Council risk management policies and procedures.</p>	No issues.
Corporate Contribution	<p>Show support for organisation development initiatives, eg; systems thinking, culture reinforcement, and organisational values.</p> <p>Be a team player adhering to, and complying with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans.</p>	<p>Active participation and contribution to continuous improvement.</p> <p>Satisfactory audit results.</p>

Key Responsibilities	To achieve this you will need to	As a result we will see
	Participate and contribute to corporate projects and inter-departmental initiatives as agreed.	Follow all established procedures.
Deal with the general public in a courteous and positive manner	All enquiries are processed quickly and accurately in an appropriate manner.	Public and client satisfaction.
Availability	Take responsibility for your availability by ensuring periods of unavailability such as meetings, holidays etc. are clearly marked in Outlook using your calendar and out of office message facility.	No issues.
Records	Ensure that correspondence and records are filed as per Council standards.	No issues.
Contribute to achievement of MDC Health and Safety goals	Take responsibility for your own and others safety and wellbeing. This includes following all safety and wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required.	Regular reviews with your teams to identify any health and safety risks, hazards, accidents and incidents. Satisfy all position requirements as written in Council's Health and Safety Plan.
Response in Emergencies	Willingness to be available to assist during emergencies as and when they occur. Staff work within their levels of competence and training.	Be available when called upon to assist as far as practicable.
Other Duties	That any additional duties or special projects that may be assigned from time to time are effectively and efficiently performed.	Results specific to the duties.

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