

Kaihautū, Tuia Te Herenga | Principal Advisor, Tuia Te Herenga

Horopaki | Context

Te Kaunihera Taiao o Waitaha | Canterbury Regional Council (Environment Canterbury) is the regional council for the largest region in Aotearoa New Zealand. We are committed to working in partnership with mana whenua, Ngāi Tahu, to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and social context affecting Waitaha Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, addressing legacy degradation and environmental adaptation driven by climate change.

Our mahi focuses on the delivery of three core services to the Waitaha Canterbury community (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our four strategic pou (pillars) of:

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Tuia Te Herenga is a significant organisational change programme lead by the Pou Herenga | Director, Ngāi Tahu and Māori Relationships that aims to grow our relationship with mana whenua into a true partnership, shifting the way we work to become a Tiriti partner of excellence.

The Pou Herenga directorate leads Environment Canterbury's strategic and operational work aligned to the Council's Tiriti partnership relationship with Ngāi Tahu and holds the responsibility of ensuring the Council can give full effect to its Tiriti partnership responsibilities.

As an internal Environment Canterbury work programme, Tuia Te Herenga asks our kaimahi to look at our work through a mātauranga Māori informed lens, to change the way we think, interact, and work with ngā Papatipu Rūnanga and their entities, and consider how our behaviours, attitudes and assumptions reflect kaupapa Māori within the organisation.

Twelve years on from the signing of the original Tuia Agreement in December 2012, Tuia Te Herenga reaffirms the commitment of Environment Canterbury to grow the Tiriti partnership relationship with ngā Papatipu Rūnanga.

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

The four pou of Tuia Te Herenga which affirm this commitment focus on:

- **Building a better partnership** with ngā Papatipu Rūnanga
- **Influencing partnership decision making and supporting Papatipu Rūnanga to navigate changes** in the regulatory and political domains
- **Restoring healthy mahika kai** focused on te mana o te wai me te oranga o te taiao
- **Strengthening Tiriti partnership capability and capacity** for Environment Canterbury

Aronga | Purpose

This position is a technical leader role that has a significant focus on systems, protocols and process improvements to enable Tiriti partnership capacity and capability.

This role has a significant focus on strengthening kaimahi understanding and application of te reo, tikanga and mātauranga Māori across our communications and engagement collateral. Reporting to the Tuia Te Herenga Initiative Lead, the role will be responsible for reviewing and leading change initiatives that support Tuia Te Herenga, the organisation's strategic change initiative, that are essential for the organisation and its people to maintain their active commitment to uphold the values, tikanga and kawa of mana whenua across the takiwā of Ngāi Tahu.

The Kaihautū, Tuia Te Herenga will have a specific focus on project deliverables for Tuia Te Herenga across Communications and Engagement workstreams and will lead a work programme aligned to agreed outcomes and priorities across the Communications and Engagement and the Pou Herenga directorates.

Ngā Haepapa | Accountabilities

1. Lead the development and execution of high-quality complex projects and advice for the Tuia Te Herenga work programme. This will include providing strategic, operational and tactical oversight of the Tuia Te Herenga work programme as it relates to Communications & Engagement, and the integration and alignment of activities across the organisation and with partners.
2. Actively develop and maintain strong, collaborative working relationships with staff across the organisation, and with our partners, stakeholders, government agencies and iwi to promote organisational strategic objectives and seek collective, innovative solutions for advancing Tiriti partnership capability.
3. Systematically monitor, evaluate and report on strategic outcomes and critical issues that relate to Tiriti partnership progress and support the Tuia Te Herenga Initiative Lead to keep the Chief Executive and Executive Leadership Team informed of key issues, risks and opportunities related to the organisation's progress towards organisational outcomes for Tiriti partnership.
4. Project manage higher risk, strategic initiatives as required using agreed organisational processes and tools.

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

5. Provide technical guidance and support to kaimahi across the Kāhui Tuia and Communications & Engagement groups, as required, to enhance Tiriti partnership consistency and outcomes for engagement across our work, including:
 - a. peer review of others' work
 - b. participation in Principals' Working Group and core service level activities
6. Identify issues that present communication risks or opportunities to the organisation, making sure to identify, advise, and mitigate risk through well managed strategies or plans to leverage opportunities this includes exploring new ways to drive desired outcomes, keeping up with industry trends and adapting work accordingly.
7. Provide technical guidance to staff to ensure quality communications content across a variety of communications collateral that normalises and values te reo Māori in alignment with Tiriti partnership expectations. This will include, but is not exclusive to our website, Puna Kōrero intranet, Korokī app, and other tools and resources used by kaimahi and council for different audiences - including staff, Councillors, ngā Papatipu Rūnanga, general public, key stakeholders, community and interest groups.
8. Manage budgets appropriately and in line with systems agreed by Finance and both the Pou Herenga and Communications & Engagement senior leaders.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Tuia Te Herenga Initiative Lead
- Work closely and collaboratively with senior leaders and other staff within the Kāhui Tuia and Pou Herenga directorate to achieve strategic outcomes in a way that aligns with the relationship with Ngai Tahu.
- Work closely and collaboratively senior leaders and other staff within the Communications and Engagement Group to provide organisational advice, guidance and alignment to Tuia Te Herenga
- Working relationships with staff in the Principals' Working Group, the Kāhui Tuia, relevant Director(s) to provide guidance, identify areas for upskilling e.g. manage group/ stakeholder dynamics across unresolved issues, recommending actions, co-designing new systems and processes, using influencing skills to facilitate win:win outcomes etc
- Operate as an active leader within the Kāhui Tuia and Communications & Engagement teams with people leaders, principal advisors and relevant staff.
- The Council Governance and Executive are kept informed of strategic issues and overall workstream performance through regular structured briefings if and when appropriate

Kai waho i te Kaunihera | Outside the organisation

- Contribute towards our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu to demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

decision-making processes, effective engagement and development of existing working relationships.

- Build and maintain strong relationships of trust, working collaboratively with key individuals from the Papatipu Rūnanga Environmental Entities (PREE), ngā Papatipu Rūnanga and Te Rūnanga o Ngāi Tahu to facilitate communications and delivery of tasks.
- Engage with external consultants, providers and suppliers to deliver specialist services.

Ngā Herenga Motuhake | Special Conditions

- As a regional council, Environment Canterbury has special requirement to provide a civil defence function for Waitaha (Canterbury). Any kaimahi employed by Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.
- Additionally, all kaimahi would be expected to assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.
- Work outside of the normal working hours may be required from time to time to meet community and partnership needs.
- Some travel and/ or overnight stays may be required while assisting with project work.

Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A relevant tertiary qualification in communications, iwi or Māori community engagement, systems change, or a qualification or other technical training and experience in a relevant discipline is essential

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

- Training in project management tools and techniques, or the aptitude to learn and develop these skills
- Be well informed and knowledgeable about the views of mana whenua with specific knowledge of their cultural and spiritual relationship with the environment
- A current class “1” drivers licence

Mātau ā-wheako | Experience

- At least 8 years' experience in communications, public relations, project management, digital communications, iwi or Māori community engagement, or a related field;
- Strong fluency, competency and capability in te reo Māori me ōna tikanga;
- At least 8 years' relevant experience in the public or private sector working with tangata whenua is required;
- Demonstrated ability to work with Ngāi Tahu whānau, hapū and iwi with an active commitment to upholding the values, tikanga and kawa as guided by mana whenua, Ngāi Tahu;
- A high level of maturity, situational awareness, discernment, confidentiality, political awareness and cultural awareness with particular regard for strengthening organisational Te Tiriti partnership capability;
- Excellent interpersonal skills demonstrated by a friendly and professional approach and the ability to communicate effectively across a diverse range of people and organisations is essential;
- Demonstrable relationship building and interpersonal skills, with the ability to exercise diplomacy and discretion, recognise risk and take mitigating actions;
- Professional bilingual writing, editing and proofreading skills with strong attention to detail and audience to maintain a high level of accuracy, and communicate appropriate messaging across a variety of mediums;
- Sound working knowledge of communications tools, techniques and channels and a proficiency with specialised software, databases, word processing, project and presentation software and developing and updating systems and processes, and/or the aptitude to learn this skill;
- Excellent project management and analytical skills with the ability to manage projects in a complex environment and to use project planning processes and techniques.

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation’s position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers’ perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Kaihautū | Principal Advisor, Tuia Te Herenga will be required to accept and carry out other duties.

Band / Grade 7 **Last Updated** February 2025 **Position Code** LEGOLGM.005

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed

*Taking action together to shape a thriving and resilient Waitaha Canterbury,
now and for future generations.*

Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.