

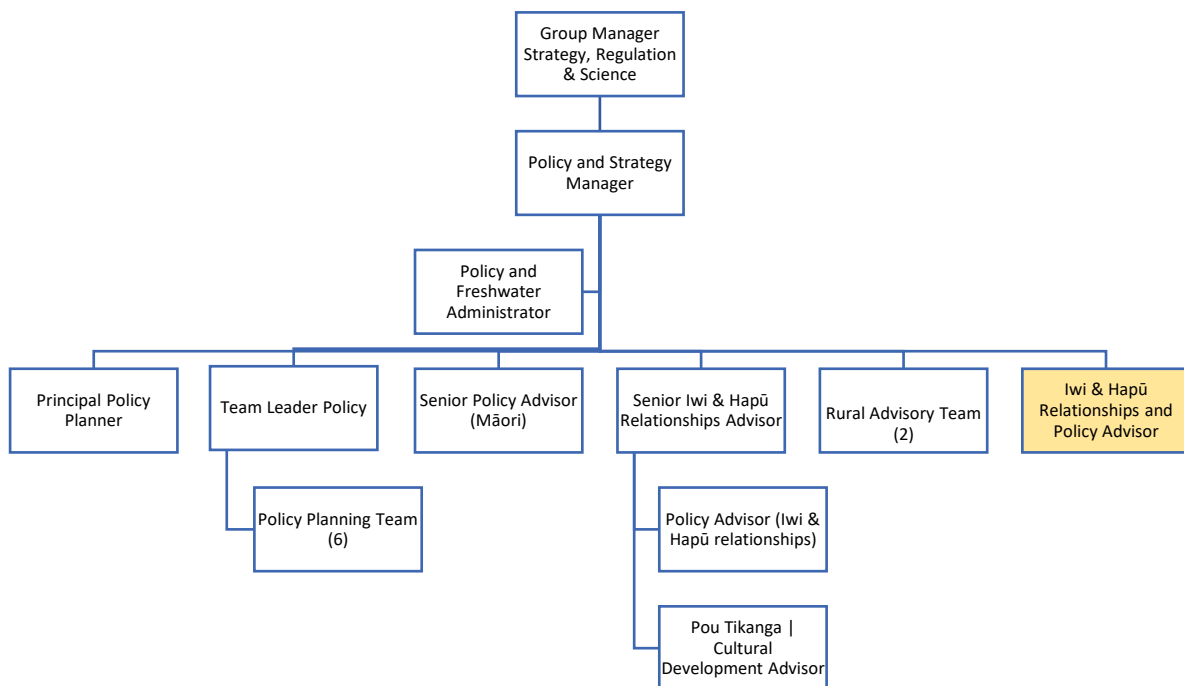
JOB DESCRIPTION

Job Title: Iwi & Hapū Relationships and Policy Advisor
Work Unit: Strategy, Regulation and Science
Team: Te pae kōuka | Iwi and Hapū Relationships team
Responsible to: Policy and Strategy Manager

Position purpose: This role supports the iwi and hapū relationships and policy teams to build and sustain strong, trusted partnerships across the Manawatū-Whanganui Region. It provides strategic and technical advice to ensure policy and planning reflects Te Tiriti o Waitangi obligations and incorporates iwi and hapū aspirations for natural resource management (te ao Māori perspectives). The role also connects teams and advises the wider organisation and elected members to ensure informed, culturally grounded decision-making.

Grade: 15
Salary: \$87,804 (85%) to \$103,299 (100%)
Date: June 2026

ORGANISATIONAL CONTEX



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Iwi and Hapū ▪ Community interest groups ▪ Sector representatives ▪ General public and ratepayers ▪ Territorial authorities within the Region ▪ Other regional councils ▪ Central government agencies 	<ul style="list-style-type: none"> ▪ Manager, Policy & Strategy ▪ Group Manager Strategy, Regulation & Science ▪ Team Leader Policy ▪ Iwi and Hapū Relationships Team ▪ Policy and Strategy Team ▪ Executive leaders ▪ Other Horizons staff ▪ Councillors and committee members

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Relationship Management	
<ul style="list-style-type: none"> ▪ Preparing and maintaining an Iwi Engagement Plan to support interactions with iwi and hapū across the organisation ▪ Supporting the team to build culturally appropriate, effective and productive relationships with Iwi and Hapū across the Manawatū-Whanganui Region. ▪ Support a team culture that reflects the organisation's Te Whirinaki values, customer focus and excellence objectives. ▪ Support the team and its incorporation of Te Ao Māori values. 	<ul style="list-style-type: none"> ▪ Trusted and credible relationships are established with tangata whenua, stakeholders and staff and effective working relationships are maintained with Iwi and Hapū who are engaged with our work. ▪ Behave in a manner that reflects the organisation's values and demonstrates the culture of the team. ▪ Te Ao Māori values will be reflected in policies, process and practices normalised in everyday business.
Strategic and Technical Advice	
<ul style="list-style-type: none"> ▪ Development of processes and tools, such as an iwi engagement plan and council reporting tools, to support effective engagement with iwi and hapū across the organisation. ▪ Provide technical advice and options to help Council make the best possible decisions for engaging and recognising the role of Iwi and Hapū in environmental and strategic policy matters. ▪ Support the development of strategic advice that supports the functions of local government in better embedding its relationships with Iwi and Hapū and recognising Te Ao Māori. ▪ Support the growth of cultural knowledge, understanding and practices within the organisation. ▪ Providing support to the iwi and hapū relationships team and policy team with external engagements with iwi and hapū; ▪ Support and draft development of Mana Whakahono ā Rohe agreements. 	<ul style="list-style-type: none"> ▪ Provision of timely, credible advice that demonstrates understanding of the key issues and the options available, including regulatory and non-regulatory approaches. ▪ Advice is produced in a timely manner and to a high standard using appropriate processes (including engaging with relevant stakeholders). ▪ Clear actions are identified, prioritised and can be implemented by the responsible teams within Horizons, while managing expectations of Iwi and Hapū. ▪ A trusted learning environment is supported. ▪ Tasks are completed to a high quality. ▪ Legislative requirements associated with Mana Whakahono ā Rohe are met. ▪ Elected members are informed of key information to support their decision-making.

Delivery of Te Tiriti Partner Obligations	
<ul style="list-style-type: none"> ▪ Providing advice and support to ensure effective implementation and integration of actions resulting from Treaty Settlement arrangements. ▪ Assisting the Senior Policy Advisor (Māori) and wider Iwi and Hapū Relationships team with developing and maintaining relationships with Post Settlement Governance Entities (PSGE). ▪ Supporting the development of relationship/partnership agreements between Council and Iwi/hapū. ▪ Maintaining an overview of Iwi/Environmental Management Plans and Mana Whakahono ā Rohe agreements and the implications for policy development and operational activities. ▪ Providing advice and support to enable council to give effect to its Te Tiriti o Waitangi obligations under other legislation. 	<ul style="list-style-type: none"> ▪ Advice is well researched and credible. ▪ The number and quality of relationships with tangata whenua are grown over time. ▪ Support development and implementation of a Te Tiriti/Relationship Health Check to measure the quality of relationships. ▪ Relationship agreement processes are effectively managed between Council and Iwi and documentation content is well drafted to meet expectations of the parties. ▪ Relevant information from Iwi/ Environmental Management Plans and Mana Whakahono ā Rohe agreements are identified and communicated to relevant team members as part of policy development processes or operational requirements.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake performance development tasks/responsibilities. ▪ Undertake health and safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge, Experience and Attributes

Essential:

- The ability to engage effectively within Te Ao Māori and understanding of mātauranga māori and tikanga.
- Experience with building systems and tools that support staff and iwi and hapū to engage effectively.
- Experience in working with tangata whenua, including maintaining, progressing and developing relationships with tangata whenua and a range of stakeholders.
- Strong work planning skills, including setting goals and forecasting.
- Ability to understand and communicate policy development processes.
- Well-developed report writing skills, and the ability to tailor writing style to different audiences.
- Critical thinking skills, including the ability to distil and collate essential information.
- Ability to understand legislation, including Treaty Settlement legislation and associated implementation documents and agreements.
- Ability to analyse, review and construct a logical set of options for decision makers
- Experience and/or ability to incorporate and practices that reflect Te Ao Māori values

Desirable:

- Fluency in te reo Māori with a willingness to support others in their learning.
- Tertiary qualification in applicable field of study.
- A clear communicator, with the ability to quickly build and then maintain relationships.
- Strong working knowledge of the Resource Management Act and associated regulations.

KEY JOB COMPETENCIES

- Cultural expertise (tikanga)
- Relationship management
- Problem solving/solution focus
- Strategic planning
- Policy development skills
- Influencing without authority

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___