



JOB DESCRIPTION

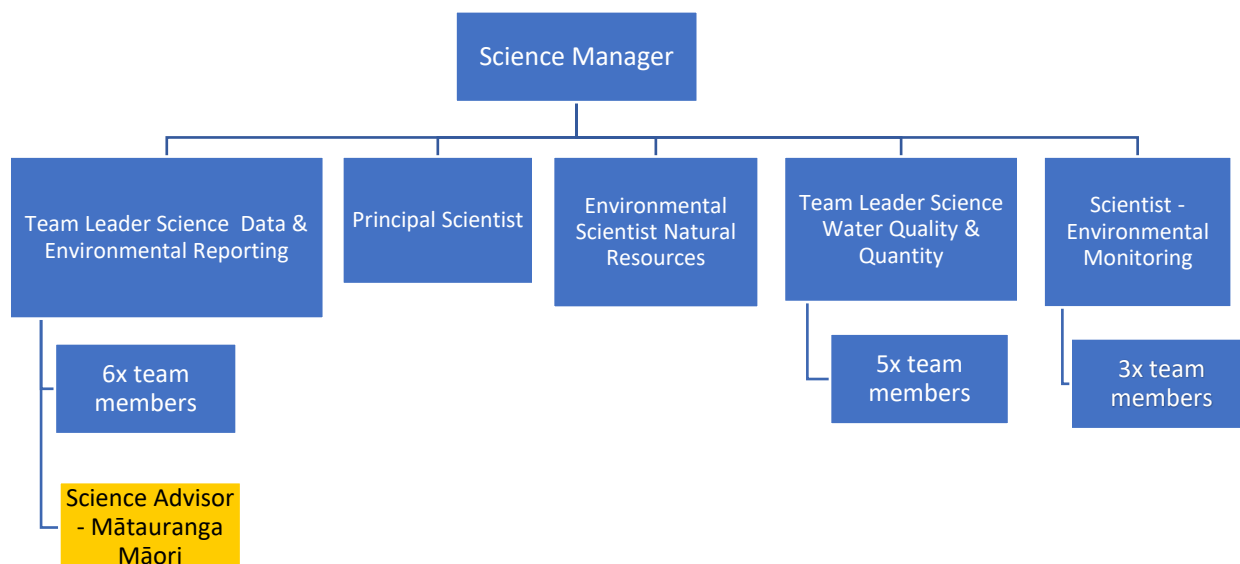
Job Title: Science Advisor – Mātauranga Māori | Kaihūkere Mātanga Pūtaiao Māori
Work Unit: Strategy, Regulatory and Science Group
Responsible to: Team Leader Science – Data and Environmental Reporting
Employment type: Permanent, Full Time

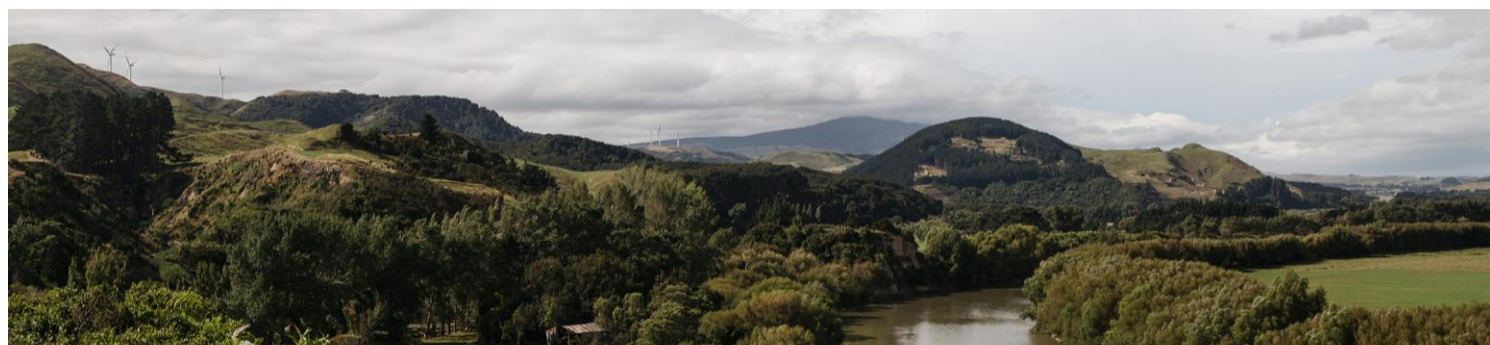
Position purpose: To lead the incorporation of mātauranga Māori knowledge and values into the monitoring and research undertaken by the Science Team. This role builds connections between tangata whenua and our work with the environment. This role would work with internal staff (science and policy in particular) and tangata whenua to foster the integration of mātauranga into everyday thinking.

Salary: \$95,068 (85%) – 111,845 (100%) (indicative)

Date: October 2025

ORGANISATIONAL CONTEXT





FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Iwi, Hapū & Post-Settlement Governance Entities ▪ Iwi CEs, Technicians and Chairs ▪ Consultants and Contractors ▪ Crown Research Institutes and Universities ▪ Other Local Authorities and Government Agencies (as required)	▪ Strategy Regulation and Science Group ▪ Iwi and Hapū Relationships team ▪ Catchment Operations ▪ Environmental Data ▪ Information Management ▪ Councillors ▪ Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Relationship Management	
▪ Contributing to Horizons working relationship with tangata whenua across the Manawatū-Whanganui Region. ▪ Use your networks and relationships to build & enhance lasting relationships with hapū, iwi and other Māori communities with a particular focus on mātauranga Māori. ▪ Pursue opportunities to work collaboratively with tangata whenua and assisting in articulating their views & aspirations for the environment. ▪ Protect and respect mātauranga Māori by working to ensure that mātauranga Māori is communicated and made available to relevant internal staff, and that it is used appropriately (including respecting confidentiality where the information is sensitive). ▪ Collaborate with internal scientists and external mātauranga specialist on the identification and development of environmental indicators, related to resource management. ▪ Support Iwi/hapū capacity and capability building where appropriate.	▪ 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. ▪ Opportunities for staff to meet with iwi and hapū and visit areas of importance are facilitated. ▪ A protocol is established and maintained, where sensitive information provided by tangata whenua is protected. ▪ Information that is provided is stored and used appropriately and with permissions. ▪ Maintaining feedback to iwi/hapū around the sharing of data and information.

Technical Advice and Communication	
▪ Developing and influencing Horizons' knowledge and capacity on mātauranga Māori knowledge and values. ▪ Advocating for the use and recognition of mātauranga Māori to help articulate cultural values into the development of policy and science. ▪ Work to ensure that research findings and tools are disseminated to Māori communities in a culturally appropriate manner. ▪ Ensure that technical reports and other science work include specific references to mātauranga Māori including practices. ▪ Provide advice to external sources – (Territorial authorities, iwi, crown research institutes and stakeholder groups). ▪ Provide advice to wider Science team and other teams to support organisation priorities including policy development and implementation. ▪ Provide input and reviews of proposed research projects from a Te Ao Māori perspective. ▪ Maintain an awareness and involvement in national and international research, monitoring, methodologies, technology, initiatives and trends. ▪ Collating, reporting and communicating monitoring results, findings and conclusions to a wide range of audiences. ▪ Initiate information transfer to public (via website, presentations, reporting etc.).	▪ Work programme is aligned to organisational and Group priorities and Horizons' knowledge and inclusion of mātauranga increases. ▪ Advice is informed, timely, concise and presented in an appropriate format to target audience. ▪ The Science team has an active role in implementation and development of Policy. ▪ The Science Manager and other relevant parties are kept aware of emerging issues. ▪ Regional Council science and environmental data management systems, processes and implementation are improved. ▪ Reports are finished within deadlines. ▪ Information is presented to public, staff and council via appropriate media. ▪ Technical support is delivered to a high standard and within specified timeframes. ▪ The Science, Policy and Information Management, and Environmental Data teams are kept up-to-date with new and emerging research, monitoring, methodologies, technology, initiatives and trends; actions are identified to address emerging issues. ▪ Advice is informed, timely, concise and presented in an appropriate format to the target audience.
Project Management	
▪ Motivate and lead diverse cross-organisational working groups to achieve agreed outcomes. ▪ Ensure the directions, progress and outcomes of the relevant portfolios are routinely communicated to the Science Manager. ▪ Work closely with the others to identify emerging issues and appropriate responses. ▪ Participate in national science forums and be aware of national issues and management responses. ▪ Undertake financial and personnel management of research projects including; setting and monitoring budgets, supervising contractors and identifying emerging opportunities.	▪ Cross-organisational teams are engaged throughout the project, as appropriate and deliver on agreed outcomes. ▪ The Science Manager is kept informed of the direction, progress and outcomes of the portfolio research and monitoring programme. ▪ Portfolio programmes are comprehensively scoped and managed to ensure project aims and outcomes are achieved on time and within budget. ▪ Work programmes and projects are targeted at emerging or existing issues. ▪ Works closely, effectively and in a timely manner with the Horizons' staff, contractors, research providers, iwi and the public, ensuring all parties/participants are involved as appropriate. ▪ Maintain an awareness of environmental data management, statistical analyses, modelling,

	and reporting and participate in national science forums as required. ▪ The portfolio budgets are managed within budget and emerging opportunities are actively sought. ▪ Relevant parties/participants are satisfied/accept outcomes.
Team Building and Capacity Development	
▪ Work with Science Manager and others to identify training requirements. ▪ The periodic supervision of contractors, technicians, student placements, and internships as required. ▪ Participate fully in the performance management process. ▪ Ensure productivity is maintained and the quality of work meets approved standards. ▪ Foster an atmosphere for open and productive communications within the Science Team and wider group, and with internal and external customers. ▪ Maintain the relevance of science outputs to Horizons' needs. ▪ Complete any other tasks, as may be reasonably required by the Science Manager from time-to-time. ▪ Work with staff to develop, monitor, and review work performance. ▪ Actively assist and mentor less experienced team members when needed.	▪ Research Associates, technicians, student placements, and internships are supervised effectively and appropriately. ▪ The performance and wellbeing of reporting staff is monitored regularly, with difficulties identified and remedial action agreed to. ▪ Team members have a clear understanding of their work objectives. ▪ Staff training and development programmes are agreed to and completed. ▪ Team morale is high and interactions with clients and service providers are constructive and result in beneficial outcomes for Horizons. ▪ Science completed by the team is relevant to the knowledge needs of Horizons. ▪ Team members adjust quickly to required tasks and Horizons' culture. ▪ The Science Manager is satisfied with the support provided.
Corporate Contribution	
▪ 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).	▪ 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

Qualifications

Essential

- Tertiary qualification in an applicable field of study, or applicable / relevant life experience.

Knowledge, Experience and Attributes

Essential

- Deep understanding of Te Ao Māori and mātauranga Māori with a strong focus on Te Taiao
- Proven experience maintaining, progressing and developing relationships with tangata whenua and a range of stakeholders
- Working knowledge of Te Reo Māori and a willingness to support others in their learning (with fluency in Te Reo Māori an advantage)
- The ability to engage effectively within Te Ao Māori
- Understanding of legislation, including Treaty Settlement legislation and associated implementation documents and agreements
- A confident and clear communicator, with the ability to quickly build and then maintain relationships in a highly complex relational environment
- Creative and analytical thinking skills, including the ability to distil and collate essential information, sometimes with a lack of precedent
- Ability to analyse, review and construct a logical set of options for decision makers
- Current drivers licence

Desirable

- Well-developed report writing skills, and the ability to tailor writing style to different audiences
- Experience in local or central government policy development, particularly environmental policy
- Understanding of resource management and policy development processes
- Experience working with the Resource Management Act and associated regulations

KEY JOB COMPETENCIES

- Cultural expertise (tikanga)
- Relationship management and mediating/negotiation skills
- Problem solving/solution focus
- Influencing without authority

OTHER REQUIREMENTS

Be prepared to:

- Support senior managers and other staff in undertaking cultural protocols correctly
- 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 relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with

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

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.

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

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