



Job Description

Job title	Director Strategic Engagement
Group	Strategic Engagement
Section	Strategic Engagement
Responsible to	Chief Executive
Responsibility for employees	Communications and Engagement Manager, Te Amorangi Team Leader
Date	June 2021

Job purpose

This job will form part of Bay of Plenty Regional Council's Leadership Team (LT). The LT is collectively responsible for the provision of:

- Strategic leadership of the organisation and its direction
- People leadership and management
- Leadership of activities (internal and external)

The LT will also be responsible for driving necessary change and collectively prioritising the activities of the Ten Year Plan and allocating the resources required.

This job exists to lead the overall effectiveness of the Strategic Engagement section through leadership of the Te Amoranga and Communications and Engagement Teams. This is a key leadership role, advising the executive team and senior leaders on our relationships and vision for Partnerships with Māori within our Councils context.

This job also provides leadership of specialist planning, policy, treaty and relationship advice to ensure that Council meets its statutory obligations.

Functional relationships (relating to others)

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> • Iwi-Māori, tangata whenua, kaumātua, kaitiaki 	<ul style="list-style-type: none"> • Maintain and build enduring relationships 	Iwi-Māori, tangata whenua, kaumātua, kaitiaki
<ul style="list-style-type: none"> • Iwi Authorities, including post settlement governance entities, Māori land trusts 	<ul style="list-style-type: none"> • To maintain key relationships and partnerships 	Iwi Authorities, including post settlement governance entities, Māori land trusts

• Ratepayers and members of the public	• To actively promote a positive standard of community interaction and engagement.	Ratepayers and members of the public
• Consultants and contractors	• To consult, form collaborative partnerships and maintain networks.	Consultants and contractors
• Local authorities and Government agencies	• To consult, form collaborative partnerships and maintain networks.	Local authorities and Government agencies
• Senior staff of other organisations/authorities	• To consult, form collaborative partnerships and maintain networks.	Senior staff of other organisations/authorities
• Professional groups	• To consult, form collaborative partnerships and maintain networks.	Professional groups
• Business and industry groups	• To consult, form collaborative partnerships and maintain networks.	Business and industry groups
• External	• Purpose and frequency of contact	External

Internal	Purpose and frequency of contact	
• Chief Executive	• To consult, support and work collaboratively with.	Daily
• General Managers	• To consult, support and work collaboratively with.	Daily
• Managers and staff at all levels	• To consult, support and work collaboratively with.	Weekly
• Councillors	• To consult, support and work collaboratively with.	Weekly

Key result areas

The job encompasses the following major functions or key result areas:

- Strategic Leadership
- Specialist Expertise
- People and Operations Management
- Relationship Management
- Corporate Contribution
- Project Management

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1 Strategic Leadership	
<ul style="list-style-type: none"> • Participates collegially and collectively as a member of the LT. • Leadership and advocacy of all Council matters. 	<ul style="list-style-type: none"> • Effective participation in the LT. • LT decisions take account of immediate and longer term implications, opportunities and risks

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Oversees the development, implementation and monitoring of strategic and business plans. Contributes to the development of policy, process and guidance material to ensure kaupapa Māori and respective obligations and responsibilities are given effect to. 	<ul style="list-style-type: none"> are fully considered and the decisions are aligned with our strategy and policies. Strategic and business plans are in place and implemented, and regular monitoring reports are provided. Applies relevant kaupapa Māori lens across Council responsibilities.
2 Specialist Expertise	
<ul style="list-style-type: none"> Treaty of Waitangi. Strategic engagement and advice. Committee Management/Coordination. Māori policy and planning. Hapū/iwi capacity building. Community engagement. Non-statutory submissions. Sponsorship budget. Project management. 	<ul style="list-style-type: none"> Treaty advice and support is timely, appropriate and relevant. Treaty Co-Governance Forums and Council Māori Committees receive relevant strategic advice. Stakeholder engagement is consistent and effective. Hapū and iwi capacity initiatives are supported appropriately. Māori Policy and planning advice is timely, appropriate and relevant. Community engagement functions are operating efficiently and effectively. Submissions are timely, concise and appropriate. Sponsorship budget is managed efficiently. Project plans deliver positive outcomes.
3 Operations management	
<ul style="list-style-type: none"> Responsible for developing protocols within Council to ensure that Maori interests and values are taken into account in the performance of Council functions, and in particular during the development and operation of regional plans. Provide advice to Council and staff on tikanga Maori. Responsible for promoting greater awareness and commitment to Maori values, concerns and attitudes. Facilitate enhanced engagement with Maori in the Bay of Plenty. 	<ul style="list-style-type: none"> Maori Policy advice complies with internal policy and fulfils legislative requirements. Advice, developments and implementations from the service are based on sound research and analysis, and are provided in a timely and professional manner. Council and community awareness of tikanga Maori is raised. Forums meet regularly and provide active two-way communication flows between Council and Maori.
4 Project Sponsor / Management	
<ul style="list-style-type: none"> As project sponsor, provide leadership and direction to the project. Ensure contributors know what they are required to do and by when. As project sponsor, prepare and oversee relevant project budgets. Monitor external contacts, ensuring satisfactory performance. 	<ul style="list-style-type: none"> Project contributors understand the objectives. The project is effectively managed; work is completed on time and within budget. Project appropriately funded and managed. Contract outputs successfully achieved.
5 People management	

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> • Provide supportive leadership, motivating and directing employees as they work. • Effectively communicate current activities and policies. • Conduct the performance management process working with employees to develop, monitor, and review employees' work performance. • Manage external contractors, consultants, projects, project teams, and manage the quality and timeliness of outputs. • Ensure manaakitanga is understood and practiced by the Kotahitanga Strategic Engagement team. • Enable and encourage the practice of kotahitanga and whanaungatanga within the Kotahitanga Strategic Engagement team. 	<ul style="list-style-type: none"> • Employee turnover is within acceptable level. • Appropriately skilled employees are on the job. • Employees are professional in approach and can contribute individually and collectively to the organisation's success. • Conduct actively contributes to the building of a motivated and successful employees' team. • The performance review process is carried out on time with all employees. • Employees have a learning and development programme. • Employees are committed to the values of manaakitanga, kotahitanga and whanaungatanga.
6 Relationship management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Relationship management is premised on the values of kotahitanga, manaakitanga and whanaungatanga. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums. • Kotahitanga, manaakitanga and whanaungatanga is practiced on a daily basis.
7 Corporate contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. • Ensure the principles of the Treaty of Waitangi are understood and/or implemented. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Can make crucial on the spot decisions autonomously.
- Able to assess complex issues and respond wisely (e.g. Treaty and Tribal political issues).
- Can analyse risks and opportunities when engaging with Māori.
- Can resolve complex Māori stakeholder issues on a case by case basis.
- Has the discernment to acknowledge when to call on higher level advice.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a good level of knowledge on key issues for Māori, including relevant Treaty legislation, Resource Management and Local Government Acts, government department/agency initiatives and social, cultural, environmental and economic issues and trends.
- Building enduring relationships with Māori in the region.
- Managing hapū/iwi expectations, including competing interests.
- Be able to handle conflict situations.
- Intervening and/or supporting where necessary to ensure staff are cognisant of cultural and Treaty issues in the region and the implications for council.
- Ability to problem solve and negotiate solutions.
- Able to analyse and assess risk.
- Ability to engage with Central Government staff on key Māori issues including providing advice to relevant agencies on Treaty claims and Māori resource management.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- Enable Māori values to be understood and implemented into business as usual.
- Ability to coordinate regional Maori conferences.
- Experienced in working with Māori councillors, Māori committees and co-governance forums.

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Tertiary degree in a relevant planning, policy, management or Māori discipline • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • Formal management training • Experience in central or local government or industry environment • Te Reo Māori certification

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

	<ul style="list-style-type: none"> • Facilitation and conflict resolution certification and experience • Project management • Hearing Commissioner Certification • Member of Professional Body
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Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A minimum of 10 years relevant post qualification experience with previous management experience • Proven experience in the development of plans and strategies • Competent in Te Reo and Tikanga Māori (7 Years) • Well-developed staff and team management skills and experience • Policy and planning (5-7 years) • Māori engagement (10 Years) • Treaty of Waitangi principles • Legislation (RMA, LGA, Treaty Legislation) 	<ul style="list-style-type: none"> • Significant local authority experience and an extensive understanding of issues confronting local authorities. • Experience dealing with the media. • Experience gained in a Local or Central Government organisation. • Comprehensive understanding of regional cultural landscape and tribal nuances. • Advanced knowledge of Te Reo Māori. • Mature experience and approach to engaging with Iwi-Māori at all levels.

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> • An advanced understanding of the concept of Tikanga, Te Reo and Mātauranga Māori and experience in working with those principles at a practical level • Good relationship management skills including persuasion and influencing skills • Ability to provide specialist Māori policy advice to Council • Well-developed financial and budget management skills • Oral and written communication skills
Working knowledge	<ul style="list-style-type: none"> • Financial and budget preparation • Computer literacy • Excellent communication, consultation and engagement knowledge • Safe work practices • Integration of Tikanga Māori into work practices • Treaty of Waitangi in practice and partnerships with Māori. • Project management
Awareness	<ul style="list-style-type: none"> • Legislative, political and Treaty landscape • Māori cultural landscape and dynamics.

Personal attributes / key behaviours

- A professional and mature approach
- Judgement and initiative
- Leadership capabilities
- Conceptual skills
- Ability to cope with change
- Sound relationship skills
- Well-developed verbal and written skills
- Ability to work well in a team and independently
- Advanced knowledge of Te Reo Māori and Tikanga Māori
- Established relationships with hapū and iwi in the Bay of Plenty region.
- Established networks with key agency players
- Ability to speak/present to Māori audiences across the region

Other requirements

- Does require frequent travel within the Bay of Plenty region and may be required to travel outside the Bay of Plenty region.
- Often required to participate in and attend off-site external stakeholder meetings and/or site visits.
- Occasionally required to work outside normal hours, for example, attendance at public consultation meetings.
- Occasionally required to manage and resolve conflict situations regarding policy implementation.
- Required to attend relevant cultural events such as Treaty ceremonies, tangi, wananga, hui.
- Often required to provide support and advice to Councillors, particularly the Māori elected members, Māori committee members and Chair of the Bay of Plenty Regional Council.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>