

JOB DESCRIPTION
May 2026

Title & Reporting Relationships

Position Title:	Kaitohutohu Matua Hononga ā-Iwi - Principal Advisor Iwi Partnerships and Engagement, Hononga ā-Iwi - Iwi Partnerships Group.
Grade:	SP 19
Reports to:	Kaiwhakahaere Hononga ā-Iwi - Manager, Iwi Partnerships
Direct Reports:	Nil
Purpose of the Group and the Position:	<p>Te Rōpū Hononga ā Iwi The Iwi Partnerships Group</p> <p>Leads the Council’s Treaty partnership function on the Kāpiti Coast. The team is responsible for giving effect to <i>He Whakaaetanga Hononga</i>, the renewed Partnership Agreement between Kāpiti Coast District Council and the three mana whenua of the rohe: Ngāti Toa Rangatira, Ātiawa ki Whakarongotai, and Ngā Hapū o Ōtaki. While recently refreshed, this agreement reflects a partnership relationship of more than 30 years.</p> <p>The work of Hononga ā-Iwi is grounded in the tikanga that the kaupapa transcends individuals. The team operates in service of the partnership and the enduring relationships that sustain it. While roles and personnel may change over time, the integrity and continuity of the partnership remain constant.</p> <p>We are seeking a candidate who understands and embodies this tikanga - someone who approaches their role with a powerful sense of service, stewardship, and commitment to enduring relationships, and who contributes positively to the strength and longevity of the Council’s partnership with mana whenua.</p> <p>The group’s role is to work with Mana Whenua partners to enable clear, timely communication and to build strong, enduring partnerships across Council. We connect Council teams with Mana Whenua, so iwi have a strong, well-informed voice in decisions that affect the district. We also provide strategic leadership to build a culturally responsive organisation by strengthening te ao Māori capability and capacity over time. Early engagement supports shared understanding of issues and creates</p>

better opportunities for iwi partners and Māori communities within our rohe.

Reporting to the Kaiwhakahaere Hononga ā-Iwi (Manager Iwi Partnerships), you will work closely with the Hononga ā-Iwi team to support mana-enhancing partnerships between Mana Whenua and Council. You will provide high-quality, strategic, and pragmatic advice that positions Council to deliver on Te Tiriti o Waitangi responsibilities across both regulatory functions and operational service delivery.

This is a highly collaborative role that builds and maintains relationships with a diverse range of internal and external stakeholders.

The Kaitohutohu Matua Hononga ā-Iwi (Principal Advisor Iwi Partnerships and Engagement) builds high-trust relationships between KCDC and mana whenua. The role helps ensure Council has the frameworks, processes, and internal capability required for tangata whenua to participate in and influence decisions that shape our district. The role brings tangata whenua perspectives and aspirations into Council work programmes and supports shared understanding by building knowledge of Council's operating environment within iwi networks (and iwi contexts within Council).

The role is critical to building Council's confidence and capability to partner effectively in a complex, evolving environment. It identifies opportunities to embed mana whenua priorities across Council activities and business units, helping deliver improved outcomes for Māori living in the Kāpiti rohe.

Internal Customers:

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Iwi Partnerships Group
- Chief Executive
- The Mayor
- Internal Leadership Teams
- Elected Members
- Council Activity Managers
- Other Principal Advisors
- Te Waka staff group
- Other staff from across Council teams

External Customers:

- Tangata Whenua
- Iwi and hapū and representatives
- Te Whakaminenga o Kāpiti - Chair, members and supporting staff and contractors.
- ART Forum, Te Ohu Taio, and other work groups
- Māori residents

- Central Government
- Staff in other local authorities and government and non-government agencies
- Business, educational, professional and community groups
- Residents, ratepayers, and community groups
- Consultants/contractors providing services to Council.

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team.
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of local authority.

Functional Key Requirements

- Provide authoritative, system-wide advice and strategic thought leadership to the Kaiwhakahaere Hononga ā-lwi (Manager, Iwi Partnerships) and internal senior leaders to strengthen KCDC as a Te Tiriti o Waitangi partner.
- Lead KCDC’s Rautaki Māori with mana whenua: set direction and priorities, translate into Council delivery plans, and monitor/report progress, outcomes and impact.
- Provide strategic and specialist advice that strengthens KCDC’s partnership with mana whenua and improves outcomes for Māori in the Kāpiti rohe, including clear options, risks and recommendations.
- Trusted advisor on Te Tiriti o Waitangi analysis and Te Ao Māori content in key organisational/statutory documents (e.g., LTP, Annual Plan/Report, strategies and consultation), and lift organisational standards for consistent Tiriti practice.
- Lead complex engagement, negotiation and co-design with iwi/hapū and Council using appropriate tikanga and kawa, ensuring processes are mana-enhancing, tika and safe.
- Influence leadership and governance forums and lead cross-Council workstreams to timely decisions and delivery, resolving ambiguity and aligning stakeholders.
- Role model integrity and trusted partnership practice, demonstrating manaakitanga, tika and pono.
- Communicate with impact, including high-stakes advice for senior leaders/elected members and te reo Māori where appropriate.
- Design fit-for-purpose engagement and reporting, including Rautaki Māori monitoring, to the Kaiwhakahaere Hononga ā-lwi (Manager, Iwi Partnerships) and relevant governance/leadership forums.

- Lead coordinated advice and responses to central government reforms, including scenario/options analysis and mana whenua impact assessment.
- Lead complex problem-solving on high-stakes issues, advising senior leaders on coordinated responses where there is significant political, reputational or relationship risk.
- Lead priority projects as required, and coach/mentor staff to improve the quality of advice and engagement practice.
- Ensure advice reflects whole-of-Council impacts, statutory obligations and political context, aligned with mana whenua aspirations, and agreed priorities.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic, and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards, and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment.
- Reporting any risks and/or hazards you become aware of in the workplace.
- Observing all safety policies, procedures and precautions, including wearing and using protective clothing and equipment.
- Notify your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours.
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Comply with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge, and Experience

- A relevant tertiary qualification (bachelor's degree or higher) in public policy, Māori studies, law, social sciences, environmental management, or a related discipline is essential.
- Minimum of 5 years' experience in senior policy/strategy, governance support, or relationship management roles in complex public sector/local government environments.
- Minimum of 5 years' experience at Principal Advisor level (or equivalent), leading complex, high-risk programmes and influencing senior leaders and elected members.

- Advanced tikanga Māori and high proficiency te reo Māori, including confidently applying appropriate kawa in formal and politically sensitive settings.
- Deep Tiriti o Waitangi analysis applied to complex advice and decisions, providing quality assurance and embedding consistent Tiriti practice across systems and processes.
- Builds trusted, mana-enhancing relationships with mana whenua, iwi and hapū, and translates Te Ao Māori and Crown frameworks for diverse audiences.
- Delivers high-quality analysis and written advice (briefings/reports), including options, risks, recommendations, and monitoring/evaluation insights.
- Strong understanding of central and local government systems and decision-making, with sound judgement in politically sensitive environments.
- Navigates complex, politically sensitive environments with sound judgement and professionalism.
- Leads Te Tiriti/Te Ao Māori capability uplift across KCDC, including coaching leaders and mentoring more junior staff to strengthen analysis, engagement practice, tikanga/kawa and Te Tiriti application.
- Builds organisational capability to engage effectively with Mana Whenua and Māori communities by strengthening frameworks, guidance, and practice; supports the implementation of KCDC's Rautaki Māori across business groups and monitors progress and impact.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role, and which are within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic, and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of the agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving, and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.

<p>Customer Service</p>	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful approach with all customers (internal and external), ensuring communication is accurate, clear, and timely, and reflects Council values. • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) to ensure communication is accurate, succinct, and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
<p>Teamwork</p>	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training, and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required, and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accordance with current policy and procedures. • Ensure you work within your financial delegation.
<p>Monitoring and Reporting</p>	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review times. • Review, monitor, and report on activity or projects as required by the manager.
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Build and maintain effective professional working relationships with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial, and cooperative working style.
<p>Information Management</p>	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.