

ROLE DESCRIPTION
July 2025

Title & Reporting Relationships

Position Title:	Kaiwhakahaere-Hononga-ā-Iwi- Iwi Partnerships Manager
Grade:	SP21
Reports to:	Te Kaihautū - Hononga ā-Iwi– Group Manager Iwi Partnerships
Direct Reports:	Up to 4 FTE
Delegated Authority	<p>Financial: This position holds a financial delegation of \$5,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.</p> <p>Human Resources: This position holds a delegation at Level C.</p>
Purpose of the Group and the Position:	<p>The Iwi Partnerships Group Te Rōpū Hononga ā-Iwi, established to elevate the importance of the Councils commitment to our relationship and partnership with Mana whenua of the Kāpiti Coast rohe.</p> <p>The Kaiwhakahaere Hononga Iwi is a leadership position within our organisation which provides key support to the Kaihautū Hononga a iwi – Group Manager Iwi Partnerships. The role works at a strategic level alongside the Kaihautū Hononga a iwi – Group Manager Iwi Partnerships to drive the Council's approach to growing and evolving its partnership with iwi Māori on the Kāpiti Coast.</p> <p>The Kaiwhakahaere Hononga Iwi will lead their small team of Advisors to build and maintain high trust relationships between council and tāngata whenua. They'll ensure our organisation has the right frameworks and resources in place to enable tāngata whenua to participate in and influence the decisions that shape our district. They'll reflect tāngata whenua perspectives and aspirations back into the organisation, and help build</p>

knowledge and understanding of Council and its operating environment within iwi networks.

Collaborating closely with Managers, they advance mana whenua aspirations in the District while facilitating coordination within Council to support mana whenua's work and leadership in their respective rohe. A strong internal and external focus on partnership outcomes.

This position has a critical role to play in building our organisation's confidence and capability to partner effectively in an ever changing environment.

By building strong relationships with other central and local government organisations they'll support a joined up, cross-government approach to enabling better outcomes for Māori in our district.

Indirect Reports:

Nil

Internal Customers:

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

- Kaihautū, Hononga ā-iwi – Group Manager Iwi Partnerships
- Chief Executive and members of the Senior Leadership Team
- The Mayor
- Other Elected Members
- Activity Managers
- Organisational Development team
- Economic Development team
- Coastal Program Manager
- Te Waka staff group
- Other staff from across Council teams

External Customers:

- Tāngata Whenua
- Mana Whenua
- Iwi and hapu groups and representatives
- Māori residents
- Staff at Te Puni Kokiri
- 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.

Te Whakaminenga o Kāpiti

- Chair, members and supporting staff and contractors.
- ART Forum, Te Ohu Taiāo, and other work groups.

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. 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 influence 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.

Our behaviours demonstrate 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 the implications of the Treaty of Waitangi on the operations of a local authority.

KEY RESULTS AND OUTCOMES

This is a leadership role which will support the Group Manager and from time to time may be required to cover for or undertake an Acting role in the absence of the Group Manager. This role will lead and coach the team of Advisors to build and maintain a robust team with the capacity and capability to support the Council in growing and evolving its partnership with iwi Māori on the Kāpiti Coast. This will be achieved by supporting the Group Manager to:

- Establish and maintain strong and effective relationships with iwi leaders, elected members, members of Te Whakaminenga o Kapiti and council staff.
- Work closely with the Kaihautū and Te Rōpū Hononga ā iwi leadership team to agree priorities including resources objectives and timeframes.
- Leading transformative approaches and foundational practices to foster authentic and high-quality partnerships between Council and Mana whenua – incorporating the reviewed partnership agreement Te Whakaminenga o Kapiti – He Whakaaetanga Hononga.
- Leading along side the leadership team of the Group – to develop and maintain strong relationships and partnerships with mana whenua to foster collaboration and achieve shared goals – incorporating the reviewed partnership agreement Te Whakaminenga o Kapiti – He whakaaetanga Hononga.
- Advocating iwi aspirations, interests and perspectives within the organisation
- Planning and managing workflow of the team of advisors – including the Te Whakaminenga o Kapiti work program, high quality partnerships with mana whenua and their respective work programmes – ensuring it delivers key partnership outcomes.
- Optimise workflows and processes to ensure timely delivery of mahi – identifying ways of adopting best practice to improve efficiency.
- Risk Management: Proactive identification and mitigation of risks that could impact mahi delivery.
- Responsible to lead the monitoring and evaluation of the quality of outputs. You will be required to develop quality standards, conducting regular evaluations and implementing corrective actions as needed to maintain high-quality.
- Develop organisational strategies and/or frameworks that support clear, consistent and timely collaboration with iwi and support iwi to have capacity to collaborate.
- Lead the Te Whakaminenga o Kapiti forward agenda programme and ensure that it is well aligned to give effect to the renewed Te Whakaminenga o Kapiti Partnership Agreement.
- Develop monitoring and reporting systems and/or frameworks on the teams performance ensuring alignment against assigned projects and the overall organisation.
- Maintain strong networks with central and local government agencies delivering outcomes for Māori in the district.

- Lead the team of advisors to work across the business to support the organisations mahi – ensuring alignment with iwi aspirations – incorporating culturally appropriate methods of engagement with the goal to embed mana whenua and Māori values, knowledge and perspectives.
- Financial Acumen – working with the finance partner supporting the Kaihautū in understanding the team budget performance for the operational financials.
- In partnership with the Organisational Development Team, ensure there are appropriate opportunities to build organisational capability and confidence to partner effectively with iwi. Including – Council ceremonies
- Communicate regularly and effectively so the team is joined up, understanding what each other is doing and how the team is performing.
- Work alongside planning leads to understanding the inputs required for long term planning objectives
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Leadership

- Build and maintain an engaged and high performing team.
- Ensure that your staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Effectively manage day to day work output and timeframes.
- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Effective communication to ensure all advisors are equipped with whats required to do their job – ensure they are fully informed.
- Be a role model for the delivery of consistent high customer service levels to internal and external customers and champion Council values.
- Work with the Kaihautū and Groups leadership team to deliver on the Te Whakaminenga o Kapiti work programme alongside the groups developed strategic plan and ensure the plan is translated into specific goals and outcomes for the team of advisors.

Legislative Compliance

- 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

- 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.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values.
- Maintain confidentiality at all times.

Teamwork

- 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.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with our mana whenua partners
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- 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.

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 in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All managers are expected to be champions for health & safety excellence.

All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying work place hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets

- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, 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

- Previous experience in a role leading relationships and work programs with tāngata whenua.
- A strong understanding and knowledge of tikanga Māori with reference to Mātaranga Māori including a well developed ability to communicate these understandings and knowledge systems to non-Māori audiences
- Demonstrable background in developing and building capability within Local Government organisations or similar.
- Have a deep understanding of Te Tiriti o Waitangi, and its implications, obligations for the work Kapiti Coast District Council does.
- A high level of competency of Te reo me ōna tikanga Māori is desirable in this role.
- Relevant experience or tertiary qualification within the discipline of Mātauranga Māori, public policy, Māori studies, project management or related area – with 5 years plus relevant experience.
- A demonstrable background in relationship management and communication with mana whenua groups, Māori groups, individuals and larger community organisations.
- Proven ability to effectively analyse and report on complex problems and to document a range of alternative solutions appropriate to the nature of the issues examined.
- Excellent oral and written communication skills, including the use of presentation tools, the ability to speak in public and the ability to write reports to publishable standard.
- The ability to plan and work effectively both independently and as a member of a multidisciplinary team, providing coaching and mentoring as required.
- Sound knowledge of local government processes.
- A commitment to personal accountability and productivity
- Previous experience advising senior leadership and building organisational capability.
- The ability to negotiate effectively and resolve conflicts constructively is important.

OTHER INFORMATION

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

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 an agreed performance plan.