

**JOB DESCRIPTION**  
**Approved May 2026**

**Title & Reporting Relationships**

**Position Title:** **Kaitohutohu Matua o ngā Rangapū me te Pāheko - Senior Advisor Iwi Partnerships and Engagement**

**Grade:** SP17

**Reports to:** Kaiwhakahaere-Hononga-ā-Iwi – Iwi Partnerships Manager

**Direct Reports:** nil

**Purpose of the Group and the Position:** **The Iwi Partnerships Group**

Hononga ā-Iwi leads the Council’s Treaty partnership function on the Kāpiti Coast. The team is responsible for giving effect to *He Whakaaetanga Hononga*, 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.

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.

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.

There are three iwi within our rohe. A core principle of Te Tiriti o Waitangi is partnership between the Crown (and its representatives) and Māori.

Our iwi organisations are at various stages of development and transition. This affects the resources and capacity they can bring to engagement and partnership activity. At the same time, expectations on councils to partner effectively with iwi continue to grow, as we work together to support community wellbeing—environmentally, socially, culturally, and economically.

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 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 (Senior 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.

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

**Internal Customers:**

- Hononga ā-Iwi - Iwi Partnerships Group
- Staff from all other areas of the Council
- Chief Executive
- The Mayor
- Other Elected Members
- Group Managers
- Activity Managers
- Democracy Services team
- Organisational Development team

- Economic Development team
- Te Waka staff group

**External Customers:  
Te Whakaminenga o  
Kāpiti**

- Tangata Whenua
- Iwi and hapū groups and representatives
- Māori residents
- Other local authorities and government and non-government agencies
- Business, education, professional, and community groups
- Residents, ratepayers, and community groups
- Consultants and contractors providing services to Council
- Te Whakaminenga o Kāpiti: Chair, members, supporting staff, and contractors (including ART Forum, Te Ohu Taio, and other working groups)

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned to meet the needs of our communities by delivering quality local infrastructure, public services, and regulatory functions in a cost-effective way. The council also needs to anticipate and respond to changes in the external operating environment (such as shifts in government policy) and proactively identify opportunities to influence how these changes affect our district.

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

- Build and sustain strong, effective relationships with iwi leaders, members of Te Whakaminenga o Kāpiti, elected members, and Council staff, and act as a trusted connector between internal and external partners.
- Provide high-quality strategic and specialist advice and briefing to support the Mayor and Chief Executive as key representatives in Council’s partnership with iwi, including clear options, risks, and recommendations.
- Provide organisational leadership that builds Council’s confidence and capability to partner effectively with tangata whenua, applying sound judgement and experience to navigate complexity and deliver mana-enhancing outcomes.
- Develop and embed organisational strategies, frameworks, and ways of working that enable clear, consistent, and timely collaboration with iwi, and support iwi to participate in a way that reflects their capacity and priorities.
- Work with and support iwi and hapū, and Māori residents, to progress social, cultural, economic, and environmental matters of importance to them through Council programmes, services, and decision-making processes.
- Ensure Te Whakaminenga o Kāpiti forward agenda planning is well aligned to mana whenua aspirations, priorities, and agreed partnership commitments.

- Maintain a strong understanding of relevant legislation and other external factors at national, regional, and local levels that may influence Council's partnership approach, obligations, and opportunities with iwi.
- Provide high-quality analysis and advising across Council's strategic work programme, identify opportunities to add value, and embed iwi partner priorities and strategic direction into Council planning, policy, and delivery.
- Review, monitor, and report on activity and projects as directed by the Kaiwhakahaere Hononga ā-Iwi (Manager Iwi Partnerships), ensuring progress, risks, and dependencies are visible and managed.
- Maintain strong networks with central and local government agencies and sector partners to coordinate and leverage opportunities that deliver outcomes for Māori in the district.
- Ensure Council's Te Tiriti o Waitangi responsibilities, and other legislative and partnership obligations to mana whenua, are well understood and reflected in advice, engagement practice, and organisational decision-making.
- Provide tikanga guidance and advice, working closely with Council's kaumātua and kuia to ensure culturally appropriate practice and mana-enhancing engagement.
- Maintain strong, mana-enhancing connections between the Iwi Partnerships team and Council's kaumātua and kuia to support culturally appropriate practice across Council.
- Support and nurture the kaupapa of Te Waka i Roto (Ātaarangi) staff group.
- Establish and advance a Rōpū Kaimahi Māori at KCDC

### **Personal Key Results**

- Confident in te ao Māori and public sector settings
- Champion te reo Māori, tikanga ā iwi and Te Tiriti o Waitangi
- Demonstrate commitment to organisational values through behaviours that reflect our caring, dynamic, and effective approach to service.
- Build and maintain effective, constructive working relationships with colleagues and key 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 development to enhance skills and knowledge relevant to current and future roles.

### **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 ensuring no action or inaction 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 (Diploma or higher) in public policy, environmental sciences, Māori studies, law, social sciences, education, or a related discipline is essential.
- At least 3 years' experience in policy, advisory, strategy, or a related field within complex public sector, private, iwi organisational environments.
- At least 3 years' experience operating at Senior Advisor level (or in an equivalent senior role), demonstrating the ability to lead complex work programmes and provide strategic advice to senior leaders.
- comfortable with tikanga Māori and a champion for reo Māori, applying both confidently in a professional context.
- Applies Te Tiriti o Waitangi analysis, policy, and decision-making, ensuring alignment with Council obligations.
- Builds and maintains strong, trusted relationships with mana whenua, iwi and hapū, upholding partnership principles.
- Translates complex Te Ao Māori concepts and Crown frameworks in a way that is accessible and meaningful for a range of audiences.
- Provides high-quality, evidence-based advice, translating complex issues into practical options, risks, and recommendations for decision-makers.
- Produces clear, concise, and influential written material, including reports and briefings for SLT and elected members.
- Leads or contributes to monitoring, evaluation, and research tracking frameworks to inform strategic decision-making and continuous improvement.
- Demonstrates a strong understanding of the machinery of central and local government, including policy development, legislative processes, and decision-making environments.
- Navigates complex, politically sensitive environments with sound judgement and professionalism.
- Leads capability building in Te Tiriti o Waitangi and cultural competency across the organisation.
- Provides intellectual and professional leadership, including mentoring and developing junior staff.
- Builds organisational capability to engage effectively with Māori and to apply Te Tiriti o Waitangi in practice, setting expectations and standards for high-quality advice, analysis, and engagement.

### **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**

Kāpiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti supports an organisation that is grounded, dynamic, and resilient, and aligns with our values of being caring, dynamic, and effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi by supporting the involvement of Māori in Council decision-making on matters that are important to them.

Giving effect to Te Tiriti o Waitangi is integral to this role and its outcomes. Engagement processes must include appropriate mechanisms that respond to the needs and

aspirations of our hapori Māori, informed by mana whenua partners, in a culturally appropriate and safe manner.

To support these responsibilities and outcomes, Te Tiriti training will be coordinated through Te Rōpū Hononga ā-lwi / the lwi Partnerships Group, as appropriate.

**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 provided as appropriate). Staff may also be required to assist with maintaining business continuity during a disruption to Council business, including a pandemic, by undertaking duties in accordance with Council’s response arrangements.

The Council likewise recognises the staff members’ 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**

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• <b>People Leaders</b> 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.</li> <li>• 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.</li> <li>• 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</li> </ul>
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	<p>within their team, including ongoing performance appraisals with clear performance indicators and consistent standards.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>• Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> <li>• Ensure Council processes and procedures are complied with.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, courteous, and helpful approach with all customers (internal and external), ensuring communication is accurate, clear, and timely, and reflects Council values.</li> <li>• 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.</li> <li>• Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate willingly and positively in the orientation, training, and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>• Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required, and the opportunity arises.</li> <li>• Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>• 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.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure all financial activity is conducted in accordance with current policy and procedures.</li> <li>• Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review times.</li> <li>• Review, monitor, and report on activity or projects as required by the manager.</li> </ul>

<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional working relationships with all key stakeholders.</li> <li>• Build and maintain effective working relationships with other council staff members based on a collaborative, collegial, and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>