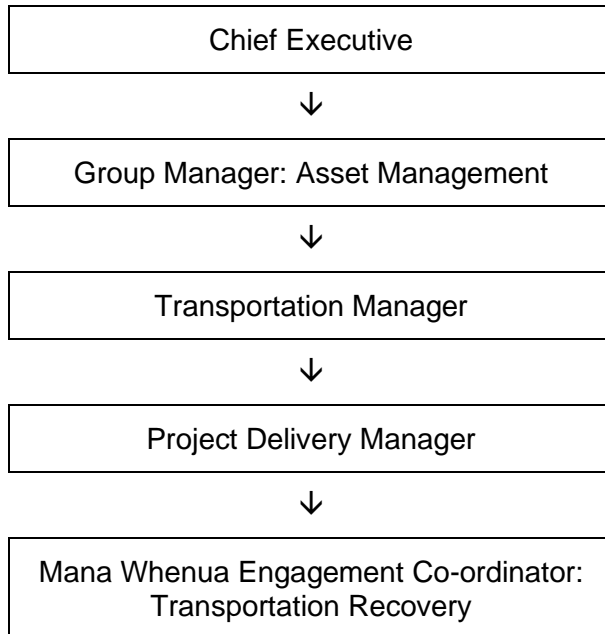


POSITION DESCRIPTION

- Position:** Pou Hononga - Mana Whenua Coordinator: Transportation Recovery
- Team:** Transport
- Group:** Asset Management
- Responsible To:** Transportation Project Delivery Manager and Pou Ahurea Matua (Principal Advisor Relationships, Responsiveness, and Heritage)
- Responsible For:** Mana whenua engagement - Transportation
- Organisational Context:**



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership

development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Asset Management Group. The Group includes Transportation, 3 Waters, Waste and Data Services, Public Spaces & Buildings and the Professional Services Panel. Including Major Projects Capital Delivery Team.

The purpose of this position is to support delivery of Cyclone Recovery projects within the Transportation Team by facilitating the effective engagement with Mana Whenua. This will support the delivery of the Transportation Cyclone Recovery Programme and other council-led Transportation initiatives to meet the needs of HDC, the Community, Consultants and Contractors.

The role is fluid and will change as recovery of the Hawke's Bay region progresses. As such the Mana Whenua Engagement Co-ordinator: Transportation Recovery will need to be flexible and adaptable to community needs. Although work is likely to be focussed on recovery, BAU work may also be required to enable other Council staff to be relieved to concentrate on recovery tasks. Work required will be appropriate to the skills and experience of successful candidate.

The Mana Whenua Engagement Co-ordinator: Transportation Recovery will support Māori Partners and Communities by being a conduit between the transport team, project managers and mana whenua groups. They will be the key point of contact between parties and will help to connect, coordinate, and relay key information between parties, where needed. The role will be responsible for ensuring that Mana Whenua entities have the opportunity to participate in the activities of the Cyclone Recovery as appropriate and reducing the burden of consultation as much as possible by providing a streamlined and efficient process. The core responsibilities include:

- Reporting to Project Delivery Manager
- Coordinating Mana Whenua input into repair work (slips, culverts, bridges) within Areas of Interest
- Coordinating project manager engagement with Mana Whenua Entities on Transport Cyclone Recovery Work
- Coordinating Mana Whenua input into Rebuild projects of bridges & large culverts.
- Working closely with the Transportation Community Liaison Officer, Pou Ahurea and Community Connectors team to ensure a coordinated and consistent approach to transportation recovery across the recovery programme aligned to other Council business.
- Reporting to Heretaunga Takoto Noa Māori Standing Committee on Mana Whenua Engagement in the Transportation Recovery Programme.

The Transportation Cyclone Recovery Programme is very broad and multi-disciplinary, and this position will add value to ensure alignment of a range of workstreams cutting across various entities involved in the Hawkes Bay's recovery in the aftermath of Cyclone Gabrielle and touching on all four-community wellbeing pou – social, cultural, environmental, and economic.

The position will collaborate with the Pou Ahurea team to ensure mana whenua engagements are aligned with existing Council projects, while understanding the cultural structures within Council governance and committees.

Record Keeping

- Creates and maintains accurate client records within the case management system.
- The collection, sharing and storing of personal information complies with relevant legislation and the Privacy Act.

Professionalism

- Act in a professional manner that respects the individuals/whānau, reflects professional/personal boundaries and acts in line with Hastings District Council's employment policies and procedures.
- Apply diplomacy, fostering and maintaining relationships and conducting negotiations with people using tact and mutual respect.
- Manage conflicts of interests with integrity and honesty.
- Demonstrates a professional, flexible, and positive manner with individuals/whānau/Māori communities that promotes problem solving, independence where possible and empowerment.
- Takes advantage of opportunities to extend knowledge and understanding of the Treaty of Waitangi and apply these principles.
- Actively engages in a respectful and meaningful way with Māori, Pasifika and other ethnic stakeholders, service users and their communities.

Health Safety & Wellbeing

- Individuals/whānau/Māori communities' counsellor or psychological needs are passed onto other agencies.
- Attend regular professional supervision sessions.
- Comply with HDCs Health & Safety Policies and Procedures.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Responsible for liaising with and supporting Mana Whenua Entities to engage with HDC Transportation Recovery repair and rebuild projects within their rohe.

They will be qualified and experienced in project/program delivery and working within a Te Ao Māori setting. They will be the "single point of contact" for the HDC Programme Leads of Bridge Rebuilds, Bridge Repairs, Slip Repairs and Roding work.

- Reporting up to PM Leads
- Providing coordinated feedback from the Mana Whenua Entities to the PM Leads
- Ensuring the input of Mana Whenua entities into:
 - Repair work on slips, culverts and bridges within their "areas of interest."
 - Discrete bridge and large culvert rebuilds
 - Discrete bridge maintenance
 - Discrete emergency road repairs
- Providing information to the HDC PM Leads for the completion of the transportation recovery work packages across areas of interest.
- To facilitate the resolution of any overlapping interests with guidance from the Pou Ahurea Matua.
- Ensure that opportunities for developing capability and capacity within Mana Whenua entities through the activities of the transportation recovery programme are communicated clearly.
- Ensuring the implementation of the Te Ao Māori Project Lifecycle Engagement Requirements from pre-planning and feasibility to asset handover, or where the project has already started (assuming it is not at the beginning of the project lifecycle) and dependent upon the level of input required for into work packages for consenting purposes.

Ensuring the completion of the following deliverables:

- Actively providing for and giving substance to the tikanga and kawa of Mana Whenua throughout the project
- Ensuring Mana Whenua input into relevant Business Case methodologies, including the inclusion of Te Ao Māori values and strategic priorities,
- Mana Whenua Bridge Rebuild CIA/CVA guidance and support for resource consenting purposes. This will include providing for review all final resource consent AEE Reports for each Bridge,
- To provide Indigenous technical design support for the project, technical specifications were requested.
- To facilitate co-design processes where appropriate for Bridge Reconstruction projects based upon "like for like" parameters.
- Facilitating Mana Whenua overlapping areas of interest agreements.
- Supporting and providing any required information to the Mana Whenua Entities.
- Being assigned and responsible for advising on works in an agreed geographical zone, including aligning geographical zones with work packages.
- Communicating and coordinating Project Manager requests and queries to the Mana Whenua entities.
- Ensuring HDC meets all statutory and resource management obligations.
- Attending Programme and project meetings as needed. Develop, hold, maintain and share key project correspondence and information.

Pou Hono responsibilities are likely to be incorporated into the Mana Whenua Engagement

Co-ordinator: Transportation Recovery role. The purpose of which is to be a point of contact for transport recovery related engagements with Māori communities. These may include impacted whenua Māori and or Māori community members including, Māori landowners, Māori residential occupants, Post-Settlement Governance Entities (PSGEs), Hapū Authorities, Taiwhenua, Iwi, marae, Māori Trusts, and Māori Incorporations. Providing support to individuals/whānau/Māori communities to access the help they need; provide advocacy, coordination, information, and education.

- Building and maintaining relationships with partner agencies.
- Project management.

Important Functional Relationships

External

Consultants
 Contractors
 Māori community groups and organisation
 Key partners
 Stakeholders
 Agencies

Internal

Asset Management
 Transportation Team
 Office of the CE and Pou
 Ahurea Team
 Communications and Marketing Group
 Planning and Regulatory Services Group
 Strategy and Development Group
 Community Wellbeing and Services Staff
 Recovery team
 Health and Safety team
 People Experience team.
 Other Council Staff
 Elected Members

Committees/Groups

Heretaunga Takato Noa:
 Maori Standing Committee
 Strategy and Recovery Committee
 Risk and Assurance Committee
 Council
 Infrastructure Advisory Committee
 Asset Management Group

Person Specification

Qualifications

- qualified and experienced in project/program delivery and working within a Te Ao Māori setting.
- A relevant tertiary qualification and/or extensive experience in community development / engagement/ planning or a similar discipline is essential.
- Full clean Driver's Licence essential.
- People and project management qualifications desirable.
- Experience working in transportation or construction projects desirable.

Knowledge/Experience

- Māori community engagement experiences.
- A good understanding and background in te reo Māori me ōna tikanga.
- An awareness of the Privacy Act 2002, Vulnerable Children's Act 2014 and the Health and Safety at Work Act 2015.
- Computer literacy, including Microsoft 365 and database systems.
- A demonstrated ability to establish working relationships with individuals, agencies and other stakeholders.
- Resilience – a demonstrated ability to persevere through periods of heavy workload and stressful situations.
- Ability to influence others in a non-directive manner.
- Experience working with diverse communities.
- Staff and project management skills desirable.

Key Personal Competencies

- Able and willing to work outside normal business hours (public holidays, weekends and evenings) when necessary.
- Have a person-centred approach.
- Uses a strength based and solution focused approach.
- Have self-determination and an empowered approach.
- Acts professionally; self-starter; risk assessor; good listener.
- Sound judgement, initiative, and decision-making skills; considers long-term impacts of decisions.
- Establishes and maintains solid relationships with partner agencies and cyclone impacted individuals/whānau/Māori communities.
- Advocacy skills.
- Strong communication skills, both oral and written including report writing.
- Strong relationship management skills and emotional intelligence.
- Ability to work autonomously but can also coordinate others and services.
- Strong customer service ethics.
- Ability to work with challenging behaviours; conflict resolution skills and ability to remain calm under pressure.

Personal Attributes

- A passion for communities.
- Energetic, enthusiastic, and motivated to work with impacted communities.

- Strong proactive approach and ability to initiate action.
- Excellent customer service and communication skills.
- Results focussed.
- Professional, conscientious, honest, and reliable.
- Able to work as part of a team as well as unsupervised.
- Organised.
- Cultural sensitivity and respect for diversity.
- Empathetic and patient.
- High degree of professional judgement and integrity.