

# Kaitohutohu Matua Raraunga | Senior Analyst Partnership Data and Insights

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Tuia Te Herenga is a significant organisational change programme that aims to grow our relationship with mana whenua into a true partnership, shifting the way we work to become a Tiriti partner of excellence.

The Tumu Herenga section leads Environment Canterbury's Te Tiriti-centred strategic, advisory, system development, evaluative and monitoring work ensuring that the Council can give full effect to its Tiriti partnership responsibilities and commitments.

Tuia Te Herenga asks our kaimahi to look at our work through a mātauranga Māori informed lens, to change the way we think, interact, and work with ngā Papatipu Rūnanga, and consider how our behaviours and assumptions reflect kaupapa Māori within the organisation.

The four pou of Tuia Te Herenga which affirm this commitment focus on:

- Building a better partnership with ngā Papatipu Rūnanga
- Influencing partnership decision making and supporting Papatipu Rūnanga to navigate changes in the regulatory and political domains
- Restoring healthy mahika kai focused on te mana o te wai me te oranga o te Taiao
- Strengthening Tiriti partnership capability and capacity for Environment Canterbury.

## Aronga | Purpose

The Kaitohutohu Matua Raraunga | Senior Analyst, Partnership Data and Insights supports the Pou Hononga by providing high-quality and insightful advice, data and analysis to measure impact of and give effect to expectations and agreed Tiriti partnership outcomes and priorities for ngā Papatipu Rūnanga and the Council within Environment Canterbury.

They have a key role in supporting the Pou Hononga and wider Tumu Herenga section with technical support and advice to progress systems design through the collection and analysis of data and insights through the execution and implementation of agreed Tiriti partnership outcomes and priorities for ngā Papatipu Rūnanga and the Council.

As a technical leader, the role ensures the development and analysis of high-quality data and insights to inform timely and nuanced Tiriti partnership advice to the organisation and enable informed and efficient organisational leadership across key workstreams of the Pou Hononga.

The Kaitohutohu Matua Raraunga | Senior Analyst, Partnership Data and Insights will take a key role in informing and implementing project deliverables across the Pou Hononga team and wider organisation for the Council's Tiriti partnership strategic change initiative (Tuia Te Herenga). This will be executed in partnership with those throughout the organisation who work directly on our aim to be a Tiriti partner of excellence and includes thinking about organisation-wide interests and impacts when interacting with Papatipu Rūnanga, iwi, hapū, and whānau as well as supporting the achievement of agreed Tiriti partnership outcomes and priorities for ngā Papatipu Rūnanga and the Council.

## Ngā Haepapa | Accountabilities

- Provide the development of high quality kaupapa Māori data collection and analysis aligned to the Tiriti partnership capability framework to improve partnership interfaces, policies, internal processes, systems and protocols.

- Actively collaborate with Papatipu Rūnanga, stakeholders, government agencies and iwi to co-design data and undertake analysis focused on increasing Tiriti partnership capacity and capability.
- Systematically collect data and insights to monitor and report on operational outputs, strategic outcomes, impact investment and critical issues that relate to Tiriti partnership progress.
- Support the provision of information that identifies key issues, risks and opportunities related to the organisation's Tiriti partnership progress towards portfolio and organisational outcomes for Tiriti partnership.
- Engage with senior leaders, organisational teams, Papatipu Rūnanga and external parties to provide correct and timely data, information, advice and guidance for the progress to advance Tiriti partnership commitments and understandings.
- Develop and maintain strong, collaborative working relationships with staff across the organisation and with partners providing technical guidance and support to build Tiriti partnership capability and consistency across our work.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to the Pou Hononga in meeting the above accountabilities.
- Regular collaboration with Executive Leadership Team and other leadership teams within the organisation to ensure the successful delivery of agreed strategic Tiriti partnership outcomes.
- Close working relationships with senior leaders and other kaimahi across the Tumu Herenga section to support a strategic approach to engagement with ngā Papatipu Rūnanga and their entities and appropriately embedding that within the business.
- Regular collaboration with senior leaders and other kaimahi across Environment Canterbury to influence and inform programmes and ensure organisational alignment of kaupapa Māori within programmes, projects, engagement, processes and systems to deliver the best results for Tiriti partnership.
- Regularly connect with leaders across the organisation to inform and support Tiriti partnership progress and collaborate on approaches to design solutions, identify opportunities or mitigate and/or dissolve specific issues.
- Regular collaboration with kaimahi throughout the organisation in relation to delivery of the role accountabilities.

### Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha rohe/Canterbury region and Te Rūnanga o Ngāi Tahu.
- Champion our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

- Build, maintain and champion strong relationships of trust and working collaboratively with key individuals from ngā Papatipu Rūnanga and their entities to facilitate communications, arrangements and delivery of tasks.
- Build and maintain collaborative relationships within national and local government, commercial/ industry organisations, environmental agencies, and other relevant stakeholders to develop and consolidate partnerships and programmes that will deliver on strategic priorities and achieve Tiriti partnership outcomes within Council.
- Collaborate with technical experts, contractors, and providers to deliver specialist elements supporting the delivery of functions and services

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

From time-to-time this role will require work outside of normal working hours to meet community and partnership needs and/ or to represent Environment Canterbury at meetings and events.

Overnight stays maybe required on occasion while leading or assisting with project work.

As required, the role involves travel within the region and beyond to attend meetings, relevant conferences or activities.

This role provides a mentoring capacity to colleagues within your section and those across the organisation working on Tiriti partnership change.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

# Ngā Āheitanga | Capabilities

## Tohu Mātauranga | Qualifications

- Relevant qualification in a related specialty that recognises the expertise which makes you fit for the role is essential, ideally supported by a post-graduate qualification or other relevant technical experience, e.g., in the field of leadership, Māori development, programme evaluation, data analytics, environmental management, local government, systems change, business development, organisational design etc.
- A current full class 1 driver's licence with a clean driving record.

## Mātau ā-wheako | Experience

### Working with Māori/ communities

- Demonstrable experience working with hapū and iwi and/ or within Māori communities and an active commitment to upholding the values, tikanga, kawa of cultural practice and traditions as guided by mana whenua, Ngāi Tahu.
- Proven relationship building and communication skills, with the ability to facilitate, resolve, influence and engage at all levels.
- A deep understanding of Te Tiriti o Waitangi (and its application in a government setting is preferred).
- Sound experience working with Māori and/ or on matters of interest to Māori communities, preferably in the Aotearoa New Zealand public sector environment.

### Reo/ tikanga

- Strong knowledge, competency and fluency in te reo Māori me ōna tikanga Māori, or a strong commitment to strengthen this area of knowledge is preferred.
- Knowledge of Ngāi Tahu tribal context is desirable, and an understanding of Te Tiriti o Waitangi and its application in a government setting is preferred.
- Experience incorporating te reo me ōna tikanga Māori appropriately and accurately into organisational programmes and strategy.

### Leadership

- At least 5-8 years' experience fulfilling or working leadership roles or working at a senior level, providing advice, influence, managing others implementing programmes and/or change is desirable.
- Demonstrated success applying a high level of business and management principles in strategic planning, resource allocation, change management, bringing out the best in people when working in new ways.

- Demonstrated ability to ensure a high standard of written communication and presentation skills is required.
- Demonstrated strong quantitative and qualitative analytical skills and problem-solving abilities are essential.
- Strong experience in adding value through the provision of exceptional trusted advice and quality services that exceed expectations.

## Relationships

- Proven ability to undertake relationship building, conflict management and interpersonal skills with the ability to identify inequity, exercise diplomacy and discretion, recognise risk and take mitigating actions.
- Proven ability to develop and maintain relationships with kaimahi Māori in similar roles in local and central government and within Māori community and organisations and/ or ngā Papatipu Rūnanga and their entities.
- Strong relationship management and communication skills, with the ability to influence and engage at all levels.
- Collaborate with technical experts, contractors and providers to deliver specialist elements that support the delivery of functions and services.
- Proven ability to facilitate challenging discussions with kaimahi, stakeholders, and interested parties in group settings and gain mutually agreed outcomes or actions.

## Local/Central Government

- At least 5-8 years' experience working in complex political environments with proven strategic acumen, situational awareness, political savvy and problem-solving skills.
- A sound understanding of working within an organisation with a strong regulatory framework commitment to ngā kaupapa taiao/ Māori resource management and Tiriti partnership.
- Knowledge of local and central government, programme and policy management experience, financial literacy and well-developed collaborative influencing and negotiating skills.

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader level sit beneath each of the following organisational competencies.

### Customer Focus

Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.

### Business Acumen

Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.

Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade  
7

Position Code  
LEGOTHE.011

Last Updated  
July 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: