

Kaitohutohu Tuia | Secretariat and Policy Advisor

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 Tuia | Secretariat and Policy Advisor reports to the Kaihautū Matua Tuia Team Leader Partnership Interface. Supports and coordinates Tiriti partnership governance-level forums project deliverables and policy of key workstreams to enable the Pou Tuia to give effect to expectations and agreed Tiriti partnership outcomes and priorities for ngā Papatipu Rūnanga and the Council, within Environment Canterbury.

Ngā Haepapa | Accountabilities

- Provide a range of high-level administrative functions that deliver secretarial support, high-quality administration and support to our business partners.
- Prepare and provide policy advice to the Tuia Rōpū through the Pou Rautaki to support the mahi of the rōpū that contributes to the success of the relationship.
- Process and maintain associated systems that support our business partners information/contracts as required to ensure a high level of accuracy is met and information can be shared effectively with business partners as required.
- Ensure that all customer queries are handled according to procedures including escalations being dealt with according to Service Level agreement, statutory timeframes within the Resource Management Act 1991, or any other act that applies to position.
- Advise and support the business on best practise and applying process improvement knowledge, supporting business continuity ensuring that process mapping is completed for roles that require continuity.
- Assist and upskill others in the use of databases, systems and processes to ensure a seamless service is offered to customers.

- Deliver and ensure exceptional customer service in alignment with our organisational values to proactively investigate, resolve and clearly articulate solutions to sometimes complex or technical issues when necessary or required.
- Work in a co-ordinated approach with colleagues to ensure that all requests from our customers are handled in timely manner to ensure a seamless service to the wider organisation - sometimes stepping outside of the core role to ensure that this service is delivered.
- Support the wider section and teams as required to deliver exceptional customer service to and for our people across the organisation.

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 Kaihautū Matua Tuia | Team Leader Partnership Interface meeting the above accountabilities.
- Regular, day-to-day liaison and support to the Pou Rautaki and Kaihautū Matua Tuia | Team Leader Partnership Interface and other leaders across the Tumu Herenga section to ensure delivery of partnership forum actions, outputs and tasks.
- Close working relationships with the 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.
- Liaise with other kaimahi from Environment Canterbury to ensure delivery of project outputs and tasks.

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.
- Demonstrate 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.

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 assisting with project work.

Ability to be flexible on hours of work, between 30-40 hours per week (if required).

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

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

- Qualification incorporating training in business administration and/ or an educational background in kura kaupapa Māori (Te Aho Matua) is advantageous.
- Qualification or training in the use of project management tools and techniques, or the aptitude to learn and develop these skills is desirable.
- A current full class 1 driver's licence with a clean driving record.

Mātau ā-wheako | Experience

Working with Māori/ communities

- An active commitment to upholding the values, tikanga, kawa of cultural practice and traditions as guided by mana whenua, Ngāi Tahu.

- Relationship building and communication skills, with the ability to facilitate, resolve, influence and engage at all levels.
- An understanding of Te Tiriti o Waitangi and its application in a workplace setting is preferred.
- Experience working with Māori and/ or on matters of interest to Māori, indigenous and/ or underserved communities, preferably in the Aotearoa New Zealand public sector environment is desirable

Reo/ tikanga

- Knowledge, competency and fluency in te reo Māori me ōna tikanga Māori, or a strong personal commitment to strengthen this area of knowledge is preferred. He ara mō ngā pūkenga me ngā raukura o Te Aho Matua anō hoki.
- Knowledge of Ngāi Tahu tribal context and an understanding of Te Tiriti o Waitangi and its application in a government setting is desirable.
- Ability to incorporate te reo me ōna tikanga Māori appropriately and accurately into your work is advantageous.

Leadership

- Ability to maintain a high standard of written communication and presentation skills is required.
- Application of quantitative and qualitative analytical skills and problem-solving abilities are desirable.
- Ability to add value through the provision of exceptional trusted advice and quality services that exceed expectations is beneficial to the role.

Relationships

- Excellent relationship management and communication skills, with the ability to influence and engage at all levels.
- 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.
- Experience or willingness to collaborate with technical experts, contractors and providers to deliver specialist elements that support the delivery of functions and services.
- Ability to engage with kaimahi, stakeholders, and interested parties in group settings.

Local/Central Government

- An interest in working within an organisation with a strong regulatory framework and commitment to ngā kaupapa taiao/ Māori resource management and Tiriti partnership

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member 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
5

Position Code
LEGOTHE.007

Last Updated
July 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

