



POSITION DESCRIPTION

Policy Advisor Rights and Interests

VISION

Kia tupu, kia hua, kia puaawai

To grow, prosper and sustain

MISSION

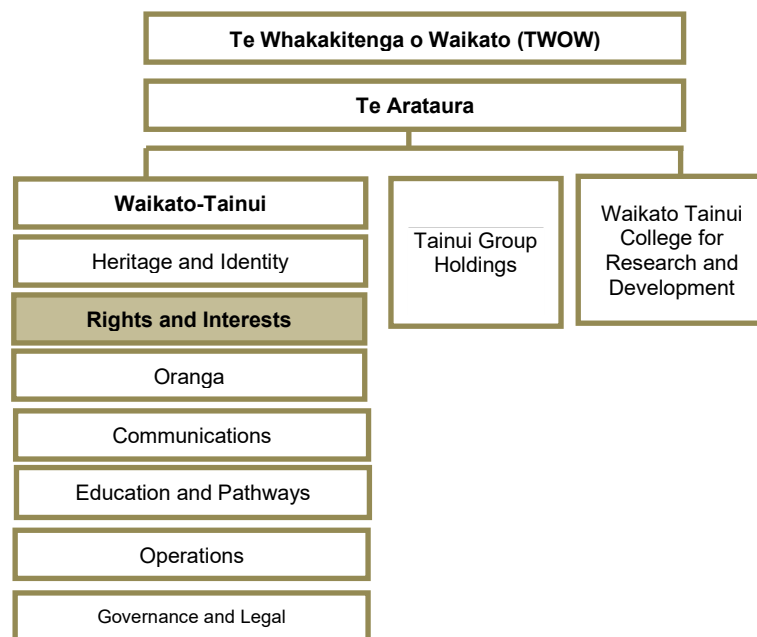
Te Whakakitenga o Waikato Inc manages the collective assets of the iwi, Waikato-Tainui. Our aim is to grow a prosperous, healthy, vibrant, innovative and culturally strong iwi to enable mana motuhake. This is achieved through a range of initiatives directed to improving tribal outcomes in the following areas: commitment to the Kiingitanga, tikanga and te reo; education and training; employment; tribal preservation; marae development; health and well-being; and environmental and resource management. Building the capacity of our people and growing the prosperity of our whaanau remains the driving force behind our efforts. *Kia tupu, kia hua, kia puaawai* – To grow, prosper and sustain

WHO ARE WE?

Te Whakakitenga o Waikato Inc is the incorporated society that represents the Waikato-Tainui's statutory rights and interests and ensures that the benefits of the settlement grows for the future generations.

Waikato-Tainui is made up of 68 Marae, 33 hapuu and more than 77,000 tribal members. Two elected representatives from each of our 68 marae, totalling 136 elected representatives, make up Te Whakakitenga o Waikato – the tribal parliament. Te Arataura is the executive committee of Te Whakakitenga, which oversees the tribe's day to day activities. Te Whakakitenga o Waikato is accountable to our tribal members.

This Unit will drive all activities relating to the protection of the tribe's rights and interests. They will also be responsible for creating and maintaining the appropriate strategic relationships across the country to influence outcomes and advocate for the needs of the tribe. The Unit will also have ownership for enabling the resolution of all outstanding claims and protecting existing settlements.



Employer initial:
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WHO ARE YOUR TEAM? TOU ROOPU

Role	Policy Advisor
Business Unit	Rights and Interests
Reporting To	Strategy and Relationships Manager
Direct Reports	0
Nature and Term	Permanent, Full-time: 37.5 hours per week
Internal Relationships	<ul style="list-style-type: none"> • Leadership Team – Waikato-Tainui • Leadership Team – Waikato-Tainui College • Leadership Team – Tainui Group Holdings • All staff of the Waikato-Tainui Group • Waikato-Tainui marae • College Archive and Library Team • Advisory Committees • Te Arataura representatives • Te Whakakitenga representatives
External relationships	<ul style="list-style-type: none"> • Waikato-Tainui professional advisors and contractors • Iwi Māori / Māori stakeholders • Central and Local government agencies • Key partners and stakeholders

Employee initial:
 Version: January 2021

VALUES IN ACTION – NGAĀ TIKANGA

Waikato-Tainui have a clear set of values which reflect and embrace tribal values. In action in a workplace setting, we expect our staff to embody them as follows:

Values	Reflected in the following behaviours:
Aroha (Love/Respect)	Develops strong ties and respect across Waikato by showing high levels of integrity and upholding the mana of our history. Puts others at ease, understanding their needs and communicating ideas in an effective manner to continually 'do the right thing'.
Whakaiti (Humility)	Respects the views of others, including the wider iwi through asking for, listening to and considering the views of those they interact with so that we learn from our past to better shape our future. Prioritises the kaupapa by not putting themselves or their opinions ahead of others.
Kotahitanga (Unity)	Recognises and respects our diversity and the strength this creates by demonstrating awareness and sensitivities of others. Is part of the solution by creating the right environment that helps us to act in unified fashion
Whakapono (Trust/Faith)	Strong Kiingitanga affiliation by applying their knowledge/ skills positively, treating colleagues, clients and the public with courtesy, sensitivity and integrity to build trust
Manaakitanga (Caring)	Supports others through constructive, positive behaviours and productive and positive two-way communications so that we help each other to succeed and as a result enhance the achievements of the tribe
Mahitahi (Collaboration)	Demonstrates a willingness to work together and empower others to collaborate while being open to new ideas and perspectives. Helps to create a change resilient, outcomes focused, culture of excellence.
Rangimarie (Peace/Calm)	Comfortable with ourselves while also being open to feedback, guidance and support from others. Projects a calm, open-minded and reasoned manner when dealing with the demands put on us and the challenge this may create

PRIMARY FOCUS OF THIS ROLE – TE AROTAHI MAATUA

The purpose of this role is to support the Strategy and Relationship Manager to ensure that the rights of Waikato-Tainui are protected and enhanced through strong, active and timely engagement with Ministers, senior officials and key stakeholders on matters of Taiao (Environment) / Whanake (Enterprise) / Hapori (Social) importance. This role will identify and contribute to the delivery of objectives that strengthen awareness of Taiao / Whanake / Hapori issues and opportunities, ensuring the relevant rights and interests for the Iwi are not compromised in any way and that the Iwi can be in a position to benefit from any developments in these spaces.

KEY ACCOUNTABILITIES – NGAA MAHI MAATUA

Leading Self – Results Orientation	<ul style="list-style-type: none">• Uphold the integrity of the relevant settlement principles, ensuring the organisational strategies, through our key policy documents such as Te Ara Whakatapuranga, Amohia Ake, Tai Timu, Tai Pari, Tai Ao objectives and policies align• Contribute to the proactive engagement on key strategic issues being advanced for and on behalf of Waikato-Tainui through the Iwi Chairs Forum and ensure Waikato-Tainui's position is protected and/or advanced• Contribute to the co-ordination and preparation of presentations and briefings for Waikato-Tainui in our annual Kiingitanga Accord Forum with Government Ministers• Represent Waikato-Tainui Tribal interests in regulatory and policy making settings at a national level to ensure the Tribe's interests are advanced and protected• Research, identify and contribute to strategies, objectives and policies that will advance the delivery of programmes for bettering our Taiao, Hapori, Kaupapa, Whai Rawa and Mahi Tonu• Provide relevant advice into the development of agreements, strategies and policies that will guide the operational delivery of implementation initiatives• Build relationships and collaborate with strategic partners to establish and implement mutually beneficial focused objectives related to our 5yr plan work streams• Research and create funding opportunities to ensure identified freshwater objectives are able to proceed• Undertake a proactive role to identify projects that are consistent with Tai Tumu, Tai Pari, Tai Ao Plan and objectives• Take the lead role to execute, monitor, control and close a project to the agreed output levels, conducting robust reviews at the conclusion to ensure continuous improvement across the function• Provide the necessary reports throughout the objective lifecycle – i.e. planning through to post implementation review
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	<ul style="list-style-type: none"> • Communicate objective outcomes to tribal members and other groups as appropriate • Establish and maintain positive stakeholder relationships both within and outside Waikato-Tainui that facilitates the awareness and maximises acceptance of all our tribal objectives
Being part of the Team	<ul style="list-style-type: none"> • Help support the culture of an engaged team that is aligned to the company culture, where robust debate, diversity, cohesion, supportiveness, and working effectively together is fostered to enable each of the team to succeed. • Remain focused on the requirements of your role, working with your manager to ensure you are meeting performance expectations while also taking an agile approach to your work by being prepared to evolve what you do to meet the changing needs of your customers (whether internal or external) • Prepare presentations and at times, being the presenter, to a range of audiences whether internal or external. Ensuring that Waikato Tainui views are upheld, recognised, and delivered in a way akin to Kiingitanga values • Support other members of the team to complete the requirements of their jobs and goals. Being able to advocate and influence policy and law reform and identify potential opportunities that support whaanau to realise mana motuhake in the areas of: <ul style="list-style-type: none"> ○ Hapori – social wellbeing ○ Whai Rawa/Whanake – financial literacy and business creation ○ Taiao – natural resources and marae development including freshwater ○ Kaupapa – tikanga and te reo, cultural wealth • Appropriately communicate with other members of the team, whether in meetings, one-on-one meetings, emails, and regular interpersonal communication • Demonstrate recognition of the efforts of your team members and/ or concern for them where necessary
Health & Safety	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace H&S representative/coordinator within 24 hours of identification • Accurately report incidents and accidents to manager or workplace H&S representative/coordinator as soon as possible • Ensure a sound understanding of, demonstrate commitment to and comply with all Waikato-Tainui policies relevant to your role

EXPERIENCE – NGAA PUUKENGA

- **Action Orientated** - Ensures completion of work and tasks, despite challenges, low interest and resistance from others. Perseveres to enable task completion
- **'Customer' focus** - Is active in ensuring the customer's (whether internal or external) stated needs are met and satisfied
- **Flexibility** - Is open to change and adapts easily to new work demands and working conditions
- **Interpersonal Savvy** - Initiates contact with others, builds rapport and understanding through communication skills, listening and showing respect
- **Problem Solving** - Identifies day-to-day as well as more complex workplace problems and finds appropriate solutions
- **Team Enhancement** - Takes an active role in the team, contributing ideas and encouraging others. Contributes towards team objectives
- **Waikato-Tainui Context** – In-depth knowledge of Te Whakakitenga o Waikato, Waikato-Tainui and our marae communities. A strong awareness of and affinity for the needs and aspirations of Waikato-Tainui whaanau

QUALIFICATIONS – NGAA TOHU MAATAURANGA

- A commitment to give effect to the principles of the Treaty of Waitangi.
- A relevant tertiary qualification in Economics, Management Studies, Environmental Policy, Social Science or similar.
- Comprehensive understanding of the Waikato – Tainui Settlements and Outstanding Claims
- General knowledge and understanding of key environmental resource management legislation and policy processes, including the Resource Management Act (RMA), Local Government Act, Conservation Act and its application.
- Legislation and Government – working knowledge of government processes, familiarity with relevant legislation and regulations, and policy development.
- Policy writing skills with the ability to draft and finalise documents is essential to the successful implementation of this role.
- Experience in the operations of national government protocols and functions; and management of issues.
- Directly applicable experience in stakeholder management, including dispute resolution and negotiations.
- Sound knowledge of Waikato-Tainui and proficiency or developing proficiency in te reo Maaori is desirable.

Disclaimer

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Chief Executive Officer

Policy Advisor – Rights and Interests

Date

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within Te Whakakitenga o Waikato Inc. It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the relevant Managers.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Manager to provide clear goals and objectives, against which individual performance will be managed.