



# POSITION DESCRIPTION

## Settlement & Claims Advisor Rights and Interests

### VISION

*Kia tupu, kia hua, kia puaawai*

To grow, prosper and sustain

### MISSION

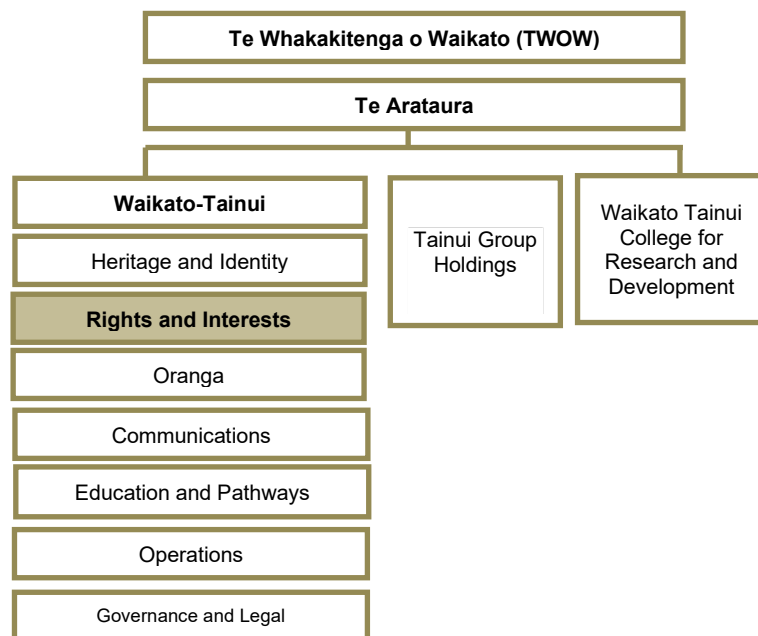
Te Whakakitenga o Waikato Inc manages the collective assets of the iwi, Waikato-Tainui. Our aim is to grow a prosperous, healthy, vibrant, innovative and culturally strong iwi to enable mana motuhake. This is achieved through a range of initiatives directed to improving tribal outcomes in the following 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 70,200 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

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

Employee initial:  
 Version: May 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:
<b>Aroha (Love/Respect)</b>	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'.
<b>Whakaiti (Humility)</b>	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.
<b>Kotahitanga (Unity)</b>	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
<b>Whakapono (Trust/Faith)</b>	Strong Kiingitanga affiliation by applying their knowledge/ skills positively, treating colleagues, clients and the public with courtesy, sensitivity and integrity to build trust
<b>Manaakitanga (Caring)</b>	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
<b>Mahitahi (Collaboration)</b>	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.
<b>Rangimarie (Peace/Calm)</b>	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

This role will support the Settlement Protection Manager to effectively implement the strategies that protect the integrity of the Waikato-Tainui settlements and ensure that the integrity of all outstanding claims are also protected. As part of the Settlements Team it will play a role in ensuring that the settlement rights are implemented effectively and not undermined by responding appropriately to all Crown proposals. This role will assist in collating all necessary information and reviewing this prior to it going to all key stakeholders.

## KEY ACCOUNTABILITIES – NGAA MAHI MAATUA

<b>Leading Self – Results Orientation</b>	<ul style="list-style-type: none"><li>• Engage and communicate effectively with whaanau, marae, hapuu and key external stakeholders</li><li>• Contribute to the implementation of the communications plan for resolving the outstanding settlements of Waikato-Tainui</li><li>• Contribute to the research statutes, decisions, regulations and rules of quasi-judicial bodies to determine the challenges and issues facing the tribe for the outstanding claims</li><li>• Contribute to the interpretation of laws, rulings, and regulations during the development of negotiation strategies and settlement documents.</li><li>• Contribute and provide input into research, writing of policy papers, submissions, accords and working parties related to outstanding claims.</li><li>• Contribute to the presentations and briefings for Waikato-Tainui in our annual Kiingitanga Accord Forum with Government Ministers</li><li>• Research and summarise briefing notes and evidence for the Principal Negotiator and/or advisors and Te Whakakitenga when required.</li><li>• Contribute to processes to monitor adherence to the Settlement legislation, and other regulatory requirements and bring legal advice and understanding to issues and how they are best tackled in the claims proceedings.</li><li>• Proactively keep the Settlements Manager, GM, Principal Negotiator, Board and other key stakeholders informed of issues, relevant developments and prepare reports in a timely basis.</li><li>• Assist in anticipating and monitoring overlapping claims interests and assess impact on the settlement claims proceedings.</li><li>• Assist in analysing the probable outcomes of claims using knowledge of legal precedents that could impact the claims processes for Waikato-Tainui</li></ul>
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	<ul style="list-style-type: none"> <li>• Assist in working collaboratively and collectively with marae and hapuu in resolving the outstanding settlements of Waikato-Tainui</li> <li>• Providing support, advice, facilitation and assistance as directed.</li> </ul>
<b>Being part of the Team</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> <li>• Support other members of the team to complete the requirements of their jobs and goals.</li> <li>• Appropriately communicate with other members of the team, whether in meetings, one-on-one meetings, emails, and regular interpersonal communication.</li> <li>• Demonstrate recognition of the efforts of your team members and/ or concern for them where necessary</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Undertake all work in a safe manner and follow all company and workplace health and safety procedures</li> <li>• Identify new hazards and advise manager or workplace H&amp;S representative/co-ordinator within 24 hours of identification.</li> <li>• Accurately report incidents and accidents to manager or workplace H&amp;S representative/co-ordinator as soon as possible</li> <li>• Ensure a sound understanding of, demonstrate commitment to and comply with all Tainui policies relevant to your role</li> </ul>

## EXPERIENCE – NGAĀ PUUKENGA

<ul style="list-style-type: none"> <li>• <b>Action Orientated</b> - Ensures completion of work and tasks, despite challenges, low interest and resistance from others. Perseveres to enable task completion</li> <li>• <b>'Customer' focus</b> - Is active in ensuring the customer's (whether internal or external) stated needs are met and satisfied</li> <li>• <b>Flexibility</b> - Is open to change and adapts easily to new work demands and working conditions</li> </ul>
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- **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 Law, Political Science, Management Studies or similar.
- Comprehensive understanding of the Waikato – Tainui Settlements and Outstanding Claims
- Understanding and knowledge of the Treaty Settlement Process. Experience of working in a legal environment, particularly in iwi settlement processes, political environmental and development of negotiations strategy
- Legislation and Government – working knowledge of government processes, treaty settlement processes, familiarity with relevant legislation and regulations, and policy development.
- Policy writing skills with the ability to draft and finalise documents.
- 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

**Disclaimer**

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

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**Chief Executive Officer**

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**Settlement Claim Advisor,  
Rights and Interests**

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**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.