

# Tūranga Mahi / Position Description:

## Maori translation TBC/Mana Whenua Engagement Lead - Projects

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***Nāu te rourou, nāku te rourou ka ora ai te iwi***  
*With your basket of knowledge, and my basket of knowledge, all will be well*

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role<sup>1</sup>.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

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<sup>1</sup> This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

## TE ĀHUA O TE MAHI - POSITION SPECIFICATION

<b>MAHI - POSITION:</b>	Mana Whenua Engagement Lead
<b>RANGATIRA - REPORTS TO:</b>	Kaiwhakatere – Te Amorangi Manager
<b>KĀHUI - GROUP:</b>	Te Amorangi Unit
<b>TAUNGA MAHI - LOCATION:</b>	Civic Centre
<b>PŪTAKE - POSITION PURPOSE:</b>	<p>To lead mana whenua engagement for the Capital Projects and ensuring culturally grounded, inclusive, and Treaty-consistent engagement with Māori partners and stakeholders.</p> <p>This role works in close collaboration with the Project Communications and Engagement Advisor to ensure that public engagement and messaging reflect mana whenua perspectives, values, and aspirations and ensure a joined-up approach to engagement and communications.</p>
<b>NGĀ WHAKARITENGA - DELEGATIONS</b>	<p>Direct reports:</p> <ul style="list-style-type: none"> <li>• Nil</li> <li>• </li> <li>• </li> </ul>
<b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal</b>	<ul style="list-style-type: none"> <li>• Mayor and Elected Members</li> <li>• Te Tatau o te Arawa</li> <li>• CE's Group</li> <li>• Manahautū Te Arawa Partnership</li> <li>• Destination Development</li> <li>• Organisational Performance &amp; Innovation</li> <li>• Infrastructure &amp; Assets</li> <li>• Chief Financial Officer</li> <li>• People &amp; Culture</li> <li>• Community Experience</li> </ul>
<b>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External</b>	<ul style="list-style-type: none"> <li>• Council stakeholders</li> <li>• Contracted service providers</li> <li>• Technical professionals in your field</li> <li>• Consultants and Contractors</li> <li>• Auditors</li> <li>• Local Iwi groups</li> <li>• Neighbouring local authorities</li> <li>• Mayor and Elected Counsellors</li> <li>• Local Government New Zealand (LGNZ)</li> <li>• Media and professional groups</li> <li>• Regional Council</li> <li>• Chamber of Commerce</li> <li>• Te Arawa Entities</li> <li>• Rotorua Community &amp; Partnership</li> <li>• Police</li> <li>• Māori Wardens</li> <li>• Neighbourhood support</li> </ul>

**NGĀ MAHI MATUA -  
KEY  
ACCOUNTABILITIES:**

**Mana Whenua Relationship and Engagement Leadership**

- Establish and maintain trusted, ongoing relationships with mana whenua, iwi and hapū involved or impacted by the projects
- Coordinate and facilitate hui, wānanga, and Māori-led engagement processes
- Ensure the voices of mana whenua partners are woven through all phases of planning, design, and decision-making
- Work with Te Amorangi, Te Tatau o Te Arawa, and the project's secretariat to uphold tikanga-based engagement practices
- Embed cultural values, mātauranga Māori, and Treaty principles into project frameworks
- Advise the project team, secretariat and governance on culturally safe timing, language, and tikanga
- Support co-design of solutions that reflect Mana whenua aspirations and concerns

**Strategic Partnership and Risk Management**

- Identify risks in the mana whenua space and escalate to project team and Te Amorangi Manager.
- Monitor the wellbeing and participation of mana whenua and other Māori stakeholders and advise on adaptive approaches
- Ensure project decisions are informed by engagement feedback before being reported to Council
- Support the integrity and strength of Council–mana whenua relationships across the rohe

**Collaboration with Communications Advisor and Wider Team**

- Work closely with the Communications and Engagement Advisor to align messages and methods
- Ensure all public-facing content reflects Māori perspectives and is culturally appropriate
- Provide input into plain-language engagement tools, feedback summaries, and project reporting
- Participate in cross-functional planning with the wider communications and engagement team

*NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.*

There will also be the annual delivery of agreed KPIs.

**TE ĀHUA O TE TANGATA - PERSON SPECIFICATION**

<p><b>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS:</b> (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>• At least 5-10 years experience working with iwi, hapū, or Māori organisations in a partnership role</li> <li>• In-depth understanding of tikanga Māori, Te Ao Māori, and Treaty principles</li> <li>• Strong facilitation and relationship-building skills, particularly in Māori contexts</li> <li>• Familiarity with the local iwi and hapū landscape within Rotorua rohe</li> <li>• Relevant tertiary qualification or equivalent experience in Māori engagement</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in local government, infrastructure, environmental or wastewater projects</li> <li>• Knowledge of community development, kaupapa Māori policy, or related fields</li> <li>• Understanding of Council planning and decision-making structures</li> </ul>
<p><b>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Is a natural relationship builder with a deep understanding of whanaungatanga</li> <li>• Upholds mana-enhancing engagement and authentic partnership</li> <li>• Communicates clearly across cultures and builds trust</li> <li>• Is politically and culturally astute, with high emotional intelligence</li> <li>• Works collaboratively and respectfully with diverse teams</li> <li>• Can hold space in both Council and Māori settings</li> <li>• Brings humility, adaptability, and courage in working through complex issues</li> <li>• Holds commitment to accountability and transparency in reporting back to iwi/hapū</li> </ul>

<p><b>NGĀ UARATANGA - VALUES:</b></p>	<p style="text-align: center;"><b>Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</b></p> <p><b>WHY WE DO IT.....</b> We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p><b>HOW WE DO IT.....</b> We do this by working in partnership, making it simple and solutions focused</p> <p><b>WHAT WE DO.....</b> We provide quality services for our community and people to prosper</p> <p><b>OUR CORE VALUES – PEOPLE FIRST</b></p> <p><b>RESPECTFUL:</b> Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p><b>HELPFUL:</b> Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p><b>ENGAGING:</b> Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p><b>INSPIRING:</b> Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p><b>INNOVATIVE:</b> Find solutions, Progressive, Continuous improvement, Empowered</p> <p><b>BICULTURAL:</b> Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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