



Tūranga Mahi / Position Description:

Senior Policy Advisor – Māori Partnerships

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 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.

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. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety 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 and safety 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.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.



TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Senior Policy Advisor – Māori Partnerships
RANGATIRA - REPORTS TO:	Kaiwhakatere – Te Amorangi Manager
KĀHUI - GROUP:	Te Amorangi Unit
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	The Senior Policy Advisor Māori works within the Te Amorangi Team to develop and support policy, partnership, and engagement work that advances Rotorua Lakes Council's commitment Hapu, iwi and Hapori Māori in the District. This role ensures Council policies are culturally responsive, informed by Te Ao Māori, and developed in collaboration with hapu and other Māori entities. The Senior advisor provides strategic and technical advice, builds strong relationships, and supports the implementation and management of relationship mechanisms and our responsibilities.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Nill
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors



HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Policy Analysis, Development and Advice • Lead the development of evidence-based and culturally informed policy advice. • Research, analyse and evaluate complex issues affecting Māori communities, mana whenua and Council. • Prepare high-quality reports, briefing papers, submissions, discussion documents and recommendations. • Develop strategic frameworks, policies and implementation approaches that align with Council priorities and legislative obligations. • Assess legislative, regulatory and government policy changes and advise on implications for Council. • Apply Te Ao Māori, mātauranga Māori and Te Tiriti principles within policy development and strategic planning processes. • Present policy advice and recommendations to leadership teams, elected members and governance forums Strategic Advisory • Provide specialist policy and strategic advice to Council leaders, elected members and internal teams. • Identify emerging issues, risks and opportunities affecting Māori outcomes and Council priorities. • Support high-quality decision-making through robust analysis and practical recommendations. • Advise on the application of Legislative obligations within Council activities. • Contribute expert advice to organisational strategies, plans and significant projects. • Build organisational understanding of Māori policy issues and their implications for Council operations and decision-making.

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Project Management and Delivery • Lead and manage policy and strategic projects from initiation through to implementation. • Develop project plans, coordinate resources and manage timelines, risks and deliverables. • Monitor project progress and report on outcomes. • Coordinate cross-functional work programmes involving multiple Council teams and external stakeholders. • Support implementation of partnership agreements, strategic initiatives and governance commitments. Relationship Management and Engagement • Build and maintain trusted and enduring relationships with mana whenua groups, Māori land trusts, and post-settlement governance entities across Te Arawa and the wider rohe. • Support meaningful, timely, and well-coordinated engagement with mana whenua and Māori stakeholders across a range of Council workstreams. • Provide advice on tikanga Māori protocols, kawa, and culturally safe engagement practices. • Support the development, implementation, and maintenance of formal partnership mechanisms including: - Relationship Agreements and Memoranda of Understanding (MOUs) - Joint Management Agreements (JMAs) - Co-governance and co-management arrangements • Work with internal teams to ensure mana whenua aspirations and perspectives are integrated early and effectively in planning and decision-making processes. • Support staff to build cultural capability and confidence in working with Māori. Council and Ministerial Processes • Prepare clear, well-reasoned written material such as internal policy documents, LGOIMA responses, and public submissions involving mana whenua interests. • Contribute to Council responses to legislative changes, central government initiatives, and regulatory reforms impacting mana whenua, Māori communities or Te Tiriti relationships. • Maintain accurate and timely records of engagement and ensure transparent reporting on Māori-related policy matters. <i>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.</i> There will also be the annual delivery of agreed KPIs.
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Relevant tertiary qualification (e.g. public policy, planning, law, Māori development, environmental studies) or equivalent experience. • 5 years+ experience in policy development, preferably within a government or local government context. • Strong understanding of Te Tiriti o Waitangi and its application within public policy and local government. • Proven experience working with iwi, hapū and Māori organisations, with a high level of cultural competence. • Strong analytical and problem-solving skills • Excellent written and verbal communication, with ability to prepare quality policy advice, reports and presentations Desirable • Sound knowledge of Te Ao Māori, including tikanga, kawa, and mātauranga Māori. • Ability to manage multiple workstreams, plan ahead, and meet deadlines. • Understanding of local government processes, responsibilities, and legislative frameworks (e.g. LGA, RMA, LGRA).
NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Cultural Competence – Applies Te Ao Māori, tikanga, kawa, and mātauranga Māori appropriately in policy and engagement, upholding Te Tiriti o Waitangi commitments with integrity and respect. • Relationship Building – Builds and maintains trust-based, enduring relationships with iwi, hapū, Māori land trusts, and other Māori entities, navigating sensitive issues with diplomacy. • Māori Policy Expertise – Integrates Māori worldviews and tikanga-based approaches into policy, balancing cultural, legislative, and organisational needs. • Strategic and Analytical Thinking – Anticipates issues, synthesises diverse information, and delivers advice aligned with legislative obligations and partnership outcomes. • Communication and Influence – Conveys complex ideas clearly across Māori and non-Māori contexts, producing high-quality reports, submissions, and presentations. • Project Management – Manages multiple workstreams effectively, delivering on time while maintaining quality and accuracy. • Adaptability and Resilience – Responds constructively to change and feedback, remaining solutions-focused under pressure.

NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Continuous Learning – Seeks opportunities to grow understanding of Māori perspectives and builds organisational capability to work effectively with Māori. • Initiative – ability to independently think ahead, recognise needs anticipate obstacles and take action within delegation. • Advisory and Influencing – provide strategic evidence-based recommendations, whilst successfully guiding and influencing towards shared outcomes
NGĀ MĀTĀPONO: VALUES	Tai Kawenga – The Flowing Tide Tai means tide or current Kawenga refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. Purpose Speaks to why we exist and it is expressed through three ideas that reflect our vision 😊 Customer focused 🤝 Community driven 🧡 People at the heart Promise 🤝 What we commit to delivering, every day Practices 🍷 How we behave Principles ✨ The values we believe in and stand by: Stronger together - Lead with integrity - Challenge and innovate - Steward our future