



Position Description

Position: Relationships Advisor

Reports to: Senior Relationships Officer/Chief Executive Officer

Date: October 2022

Purpose of Position

To support Heretaunga Tamatea Settlement Trust to advance the interests of the Trust and associated hapū, by advancing the vision and strategy of the organization and embedding Heretaunga Tamatea Settlement Trust as a lead player throughout Ngāti Kahungunu.

Core Responsibility

This role will facilitate an effective redress programme and frameworks that provide for the tino rangatiratanga of hapū and effective management of the Settlement redress and the role will ensure consistency with this core principle. The role will also facilitate the \$1M distribution programme to marae and advise on issues that may impact on HTST as they arise. Additional responsibilities may include coordinating and contributing to submission responses on any matter of relevance to HTST as a post-settlement governance entity and to the hapū and marae of Heretaunga Tamatea.

Principal Accountabilities	Expected Outcomes
Relationship Development and Settlement Redress	<ul style="list-style-type: none"> • Working with Senior Relationship Officer in leading and developing strategic work streams associate with HTST stakeholders • Provide support to finalise the implementation of a number of provisions within the Deed of Settlement • Ensure claimants currently in negotiations with HTST to advance their claims • Facilitate the management of vesting’s in collaboration with associated hapū • Facilitate an engagement and bring forward a proposal for HTST to establish and manage a co-governance/co-management framework for the Ruahine Range, including engagement with all iwi with shared interests
Special Projects	<ul style="list-style-type: none"> • Pūrimu Lake <ul style="list-style-type: none"> ○ Facilitate the establishment of an operational arrangement for Pūrimu Lake, including strategy for management of Lake reserve • Cape Kidnappers <ul style="list-style-type: none"> ○ Facilitate and manage the Vesting and Gift-Back of Cape Kidnappers sites (2) - required to occur within the 5th anniversary of the settlement date ○ Other marae in respect of Gift-back of Cape Kidnappers reserves • Blackhead and Parimahu Beach <ul style="list-style-type: none"> ○ Support HTST to develop position on freehold vesting’s and action as appropriate, ○ in consultation with Rongomaraeroa in respect of Blackhead and Parimahu Beach properties; and • Whatūma Recreational Reserve <ul style="list-style-type: none"> ○ Support Whatūma Management Group in the

	<p>administration of Whatūma Recreational Reserve, including assistance with 5 year management plan and associated budget contribution from HTST</p> <ul style="list-style-type: none"> ● Kupa/Ngatarawa Claims <ul style="list-style-type: none"> ○ Provide leadership in outstanding land process for Kupa and Ngatarawa by: <ul style="list-style-type: none"> ▪ assist legal counsel with the legal proceedings and any other associated process; ▪ assist with, and where necessary lead, negotiations with local and regional authorities where relevant to the resolution of outstanding claims; Ruahine Ranges <ul style="list-style-type: none"> ○ Provide leadership in developing a Ruahine Range partnership by: <ul style="list-style-type: none"> ▪ leading engagement with HTST hapū and Marae on facilitating a process for developing a partnership ▪ facilitating discussions with the Crown on the development of the potential collaborative partnership ● identify and facilitate engagement with collective iwi who share interest in the Ruahine Range for its ongoing protection and management and to provide greater recognition of tangata whenua associations with the range.
Distribution Process	<ul style="list-style-type: none"> ● Provide leadership to progress the remaining \$1million distribution to hapū ● Support Marae in document preparation as part of the application process ● Assist with the assessment, analysis, and processes of Board endorsement of distribution documentation ● Facilitate payment to the appropriate entity, as outlined in the Marae documentation
Reporting/Analysis	<ul style="list-style-type: none"> ● Provide support to Senior Relationships Officer (SRO) in analysis and reporting associated with settlement redress matters, including: <ul style="list-style-type: none"> ○ coordinating and contributing to submission responses on any matter of relevance to Heretaunga Tamatea Settlement Trust, hapū and to the Heretaunga Tamatea Marae ○ coordinating and contributing to submission responses on any environmental policy and plans, developing discussion papers, analyses and other reports for HTST.
Other Duties	<ul style="list-style-type: none"> ● Support the Senior Relationships Officer (SRO) in other duties, where identified and agreed ● Provide support to the other operational staff, where and as required
Quality	<ul style="list-style-type: none"> ● Ensure all services are compliant with the Trusts operating policies and quality services are delivered. ● Encourage and demonstrate by actions a culture of continuous improvement, including quality of services, policies and procedures. ● Develop positive working relationships throughout the Trust, supporting others as required.

Key Working Relationships

Internal	<ul style="list-style-type: none">- Chief Executive Officer (CEO)- Senior Relationships Officer (SRO)- Business Manager- HTST Trustees- Relevant HTST sub-committees and/or working groups- HTST staff
External	<ul style="list-style-type: none">- Beneficiaries,- Marae, Hapū, Iwi Organisations,- Kaumātua and Kuia- Post Settlement Governance Entities- Other significant HB Māori organisations- Government organisations including central, regional and local- Specialist groups

Personal Attributes

- Display a high level of cultural affinity to the ethos of Ngāti Kahungunu
- Honest, dependable, and reliable

Key Competencies

- Knowledge of and commitment to Te Tiriti o Waitangi commitment to Ngati Kahungunu tikanga, te reo and knowledge.
- Understanding of economic, social and cultural issues facing Maori, and in particular Heretaunga Tamatea Māori.

Technical

- A tertiary qualification and/or well developed knowledge and experience in law, public policy or other significant discipline
- Strong project lead skills with a practical approach where appropriate - Has a developing knowledge and understanding of relevant Treaty settlement policy frameworks, legislation, regulation and policy
- Well-developed writing skills to draft and finalise large and complex documents - Well developed research and analytical skills
- Has a developing knowledge of the Heretaunga Tamatea Deed of Settlement and its implementation
- A developing knowledge and understanding of the political landscape, relevant legislation and relevant policy

Cultural

- Is able to interact effectively in Te Ao Māori and with key stakeholders –
- Experience managing projects and initiatives within an Iwi or Māori context/environment
- Ability to korero Māori, understand and apply tikanga to work and experience incorporating Māori frameworks and methodologies into work practices

Relationship Management

- Ability to interact effectively in Te Ao Māori and mainstream communities
- Experience with the public service at national, regional and local levels
- Sound understanding of government relations and the settlement industry in respect of claims against the Crown for breaches of the Treaty of Waitangi

Other attributes

- Excellent oral and written communication skills in both Māori and mainstream environments
- Strong public speaking skills and experience
- Proven experience in monitoring and reporting
- A high level of initiative, accountability and self-responsibility
- An appreciation of Heretaunga and Tamatea rohe, marae and hapū
- Ability to work well under pressure
- High level of attention to detail
- Ability to deliver effective and timely information to senior management

Qualifications Experience

- Relevant tertiary qualification or alternatively experience Knowledge in matauranga Māori/ Māori Management.
- Driver’s Licence (minimum requirement “Restricted Licence”).
- Expertise in Microsoft Office 365 (Word, Excel, PowerPoint and Publisher) and other Heretaunga Tamatea Settlement Trust platforms – SharePoint.

Acknowledgement

- This job description has been designed to indicate the general nature and level of work performed by the employee within this designated position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role as other duties may be delegated from time to time by the Chief Executive or their delegate

I have read and understood the above position description and accept the above responsibilities

Name	Signature	Date Signed