

**Role Description**

**Job Title: Māori Community Development (MCD) Coordinator**

**Department: Te Manaaki Taiao** (Environment and Māori Community Development)

**Responsible to: Te Kaihautū**

**Purpose Statement:** To manage and coordinate activity for the Māori Community Development Unit (MCDU) to work with and assist marae, hapū, lwi and Te Rūnanganui o Heretaunga (TRoH) to progress community development capability.

**Mission: *Mauri ora kite Mana Māori***

Realising Māori Potential

**Values: Whanaungatanga:** We are customer driven / marae hapū whānau led and actively foster and form positive relationships, partnerships, alliances, and connections.

**Kotahitanga:** We are kaupapa driven and work with each other and others to enhance whānau hapū potential.

**Kaitiakitanga:** We exhibit custodianship and are stewards of our resources to advance the kaupapa.

**Whakamana:** We are outcome focused and recognise, respect, and uphold mana.

**Relationships: *Internal*** Te Kaihautū, CEO, and Corporate Services

***External*** Heretaunga Marae, Hapū, Hāpori, HTST Treaty Settlement PSGE, Local and Regional Authorities, (i.e., HBRC, HDC), Hawkes's Bay Marae/Hapū/lwi executive Committees, Government Agencies and other Service Providers, Sector Stakeholders and Networks, Contractors, and Consultants.

**VCA Role:** Not a Children’s Worker

**Structure:** Refer to Structure Chart

## KEY ACCOUNTABILITIES

##### Kaupapa Te Taiwhenua o Heretaunga

* Contribute to the delivery of effective, integrated, whānau-led services as part of a team and individually
* Work with manager and colleagues in a respectful and professional manner at all times
* Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
* Understand and promote all aspects of the TToH Kaupapa
* Adhere to and apply TToH values in all aspects of TToH work
* Participate in TToH kaupapa activities, including karakia, waiata and marae noho
* Take opportunities for cultural development to advance understanding, competence, and contribution to the kaupapa
* Participate in TToH systems including the Management Operating System (MOS) and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
* Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures, and practices
* Participate in regular peer supervision and/or professional supervision
* Work in a reflective manner and take opportunities for self-development

##### Whānau Ora Practice

* Develop understanding of the communities that TToH works with
* Be responsive to internal customer needs
* Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with colleagues
* Build and maintain knowledge and understanding of TToH values
* Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whanau
* Build long-term relationships that support achievement of TToH goals

##### Operational

* Develop and maintain TMT systems, procedures, relevant statutory processes, records, and databases as required
* Participate in TMT hui as required
* Contribute to annual plans as directed
* Develop and submit strategic and operational changes for TK approval to improve TMT delivery
* Liaise with TMT Rūnanganui, attend hui, provide process information through a central help desk where required and report monthly at the Rūnanganui Board meetings
* Manage and monitor any budget for which accountable in accordance with organisational policies and practices
* Work within the scope of key stakeholder strategic relationship processes.

***Te Manaaki Taiao MCDU Coordination***

* Assist Te Kaihautū and Te Manaaki Taiao staff with the implementation and maintenance of consultation processes and protocols for external agency engagement with Māori communities
* Organise, manage, and support the Te Rūnanganui o Heretaunga (TRoH) collective marae and representatives: schedule, coordinate and disseminate information for TRoH hui, special hui and TRoH working groups, facilitating as required.
* Assist and encourage, as required, an appropriate Māori perspective in the formulation of community programmes and plans to ensure that these accurately reflect Māori needs and aspirations.
* Assist marae, hapū, iwi capability-building initiatives and projects, partnerships and funding applications where required, including the delivery and pathway development of Heretaunga Science Wānanga (rangatahi).
* Coordinate professional development/ capability-building Ture Paewhenua workshops for Heretaunga Marae Hapū Hāpori that enhance understanding of legislation and processes that provide opportunity for mana motuhake over their own resource.
* Coordinate expert specialist advice as directed by Te Kaihautu/ TMT to Local and Regional Authorities and other agencies on current issues of Māori communities if required.
* Gather and coordinate intelligence/ research for TMT that will help inform policy and application of the Treaty of Waitangi in accordance with LGA, RMA, etc., and provide input into Local and Regional Authority engagement with Marae/ Hapū/ lwi as required by legislation and respective Local and Regional Authorities Plans
* Assist Te Takawaenga with engagement of Local and Regional LTA project teams for Marae/ Hapū/ lwi, when/ if required.
* Participate in the preparation and review of key strategic planning documents e.g., Regional, District, national policies and lwi Plans that directly or indirectly impact on Māori communities.

##### Relationships and Communication

* Ensure Te Rūnanganui o Heretaunga is informed and can function as required.
* Develop and maintain effective working relationships with Marae and hapū Māori community groups and statutory agencies where it fits with the TMT's strategic direction.
* First point of call for Heretaunga Māori community enquiries on community development, and resource management.
* Professionally respond to and resolve customer queries (internal and external) within agreed parameters
* Ensure appropriate and relevant communications are disseminated to all target audiences and affected parties.
* Provide input, feedback to Māori community development plans where appropriate
* Provide service reports to Te Kaihautū against annual plans, objectives, and targets

***Administration***

* Communicate meeting MCDU schedules and tasks to Te Kaihautū, Te Rūnanganui o Heretaunga member roopu representatives and to appropriate stakeholders, in a timely manner according to scheduled work. Maintain up-to-date database.
* Organise events and projects for MCDU projects, programmes, and key mahi areas from brief to execution, including ordering or providing consumables.
* Action or coordinate functional administration duties including correspondence, presentation material, and ad hoc documentation.
* Ensure TMTis adequately resourced including procurement and maintenance of office consumables and services.

##### Team

* Be a resource to the team. Work collaboratively; contribute and share knowledge, skills, abilities, to achieve organisation goals.
* Initiate and nurture effective working relationships with team members, experts, and networks.
* Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets.
* Carry out assigned duties as directed by manager, remaining flexible and able to carry out different tasks or work in different teams as required.
* Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whanau or colleagues.
* Provide support and training to others as part of in-service training in areas of expertise.

##### Quality and Development

* Assist in the development of service plans on an annual basis with quarterly and monthly review periods.
* Participate in service audits as requested.
* Participate with the team in continuous quality improvement processes.
* Contribute to all service/contracted objective, targets, and outcomes.

##### Sector Knowledge

* Maintain knowledge, understanding and current developments of relevant sector to inform service delivery.
* Identify and understand the local trends and barriers for marae hapori hapū whānau through engagement and feedback.
* Understand and adhere to the Vulnerable Children's Act.

##### Health and Safety

* Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures.
* Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times.

***Other Duties***

* Carry out additional duties from time to time as requested by management
* The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

## PERSON SPECIFICATIONS

***Essential Qualifications***

* Degree, relevant qualification in at least one of the following fields; Law, Māori Studies, Social Sciences, and/or a continuum of work or services that exhibit a living experience, understanding and knowledge of Māoritanga
* Knowledge of administration processes
* Computer skills: MS Office Suite
* Knowledge of the principles of the Treaty of Waitangi
* Current Full Driver's Licence

**Desirable *Qualifications*:**

* A good working knowledge of the machinery of local government including committee processes and requirements.
* Knowledge or experience within planning, resource management, or environmental management would be an advantage
* Knowledge or experience of marae, hapū, iwi governance and committees

**SKILLS AND EXPERIENCE**

***Essential:***

* Understanding of the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives
* Examples of your applied specialist knowledge and skill
* Can identify, use, and comply with legislation relevant to your work, and can answer questions concerning the application of such legislation
* Have sufficient knowledge to be credible to key stakeholders
* Ability to share your knowledge and skill with others who require the expertise
* Experience working effectively with Māori organisations and government agencies
* Understanding of marae, hapū, iwi dynamics

***Desirable:***

* Demonstrated understanding of current community issues within the Heretaunga and the wider Hawke's Bay region
* Research and analytical skills
* Have good understanding and/or empathy for Māori values
* Have a reasonable understanding of Te Reo Māori and tikanga, confident in situations where tikanga is observed
* Can apply a Māori paradigm to your work
* Commitment to Māori community development

**PERSONAL ATTRIBUTES**

***Personally demonstrates:***

* Commitment to achievement
* Well organised and can prioritise
* Is accountable
* Can work to deadlines
* Carry out work with professionalism
* Innovative problem resolution skills
* Enthusiastic, determined, tenacious and persistent
* Clear sense of direction and purpose

***Communicates effectively:***

* Writes and speaks clearly and fluently
* Facilitation, liaison and mediation skills
* Ability to build and sustain relationships
* Outgoing personality

***Acts with honesty and integrity:***

* Sets high standards for self and others
* Honest and reliable
* Responsible leader and effective team member
* Consistent and stable, can work under pressure
* Empathetic, equitable and ethical

***Works well with people:***

* Will work alongside marae, hapū, iwi and take the time to earn their respect
* Coach and mentor less experienced members of a team
* Works to further team goals
* Values the perspective of others
* Ability to build relationships
* A positive can-do attitude
* Sense of humour and fun
* Loyal
* Positive can-do attitude