



POSITION DESCRIPTION

Policy Planner/Policy Analyst

WHO ARE WE? - KO WAI MĀTOU?

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| Aukaha Owners | Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Rūnaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga |
| Mission | <p>Aukaha works on behalf of mana whenua across their rohe providing pathways to a better future for Kāi Tahu, for iwi Māori, and for our wider communities. We ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social, and environmental fabric of the takiwā.</p> <p>The aspiration of Kāi Tahu is to assume their full kaitiaki role as mana whenua, as protected and guaranteed by Article II of the Treaty of Waitangi. The Mana Taiao team supports these aspirations in statutory and non-statutory processes under the Resource Management Act 1991, and through direct engagement with Councils and private clients.</p> |

WHAT IS THE PRIMARY FOCUS OF THIS ROLE? – TE AROTAHI MATUA

To ensure the effective and efficient delivery of resource management, planning and environmental development services to support kā Rūnaka to fulfil their role as kaitiaki and meet their aspirations for te taiao.

WHO ARE YOUR TEAM? - TŌ KAPA

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| Reporting to | General Manager – Mana Taiao | Direct Reports | 0 |
| Nature and Term | Permanent | | |
| Location | Dunedin | | |
| Internal Relationships | Aukaha staff and contractors, governors, Kā Papatipu Rūnaka representatives | | |
| External Relationships | Rūnaka whānau members Professional advisors, contractors and consulting agencies Local, regional, and central government entities Tertiary and research institutions. Te Rūnanga o Ngāi Tahu | | |

KEY ACCOUNTABILITIES - NGĀ KAWENGA TAKOHANGA

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| <p>Policy development and resource consents</p> | <ul style="list-style-type: none"> • Write high quality reports, submissions, and hearings evidence to support resource management processes and decision-making. • Work with Councils and Rūnaka to input into policy and strategy development. • Review, provide advice on, and work with relevant stakeholders to respond to resource consent applications. • Ensure mana whenua values are clearly and accurately reflected in research, consents, and planning evidence. |
| <p>Planning Advice</p> | <ul style="list-style-type: none"> • Provide accurate professional advice to Aukaha staff, Councils, stakeholders and Rūnaka. • Work collaboratively with mana whenua and organise and undertake consultation with corporate interests, local authorities, government agencies and the public. • Demonstrate sound knowledge of resource management planning processes and formulate advice to clients and rūnaka on resource management plans and policies. • Prepare cultural reports (Cultural Values Statements, Cultural Impact Assessments) to inform resource management decision-making. • Provide technical leadership and mentoring to staff and rūnaka in relation to climate change. • Provide support to the Senior Planner, Omnibus. |
| <p>Reporting</p> | <ul style="list-style-type: none"> • Liaise with and report progress on projects to General Manager Mana Taiao, Chief Executive and Rūnaka, as required. • Keep General Manager Mana Taiao informed of project risks. |
| <p>Advisory and monitoring</p> | <ul style="list-style-type: none"> • Provide information and advice to kā Rūnaka to guide the Rūnaka position on various local and regional issues, including climate change. • Work closely with the Mana Taiao team to advise stakeholders of the Rūnaka position on various local and regional issues, including climate change. • Work with Rūnaka members to ensure that their values are clearly and accurately reflected in all Mana Taiao work. • Provide advice and support to Rūnaka representatives on external committees. • Provide information and analysis in a timely, efficient, and effective manner. • Support the implementation of the iwi management plans and iwi policy. • Keep abreast of regional, national, and iwi policy and legislative change. |
| <p>Relationship management</p> | <ul style="list-style-type: none"> • Initiate, develop and maintain a range of relationships with Rūnaka, Te Rūnanga o Ngāi Tahu, partners, stakeholders, clients, and advisors both internally and externally. • Maintain relationships with all key agencies and key stakeholders in the local government space. |
| <p>General Duties</p> | <ul style="list-style-type: none"> • Be punctual and work the hours and times specified • Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard • Support and help develop a positive workplace culture • Responsibly manage all business resources within accountability levels • Undertake all duties and responsibilities outlined in this job description and all other duties as reasonably required by the business • Comply with all employment obligations |

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| | <ul style="list-style-type: none">• Promptly undertake to complete all reasonable and lawful instructions and directions given• Serve the business in good faith, promoting and protecting the business' best interest• During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment• Demonstrate through own actions, a commitment to Health and Safety at work when undertaking work or observing others in the workplace. |
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| TO WORK WELL IN OUR SPACE | |
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| Understands the space and place | <ul style="list-style-type: none"> • Has a strong well-developed bicultural ease and confidence. • Has a strong grounding and knowledge of tikaka Māori. • Can demonstrate a level of understanding of Iwi aspirations and the complexities of building an inter-generational approach. • Knowledge of Te Rūnanga o Ngāi Tahu and Rūnaka structures, relationships and processes and the application of Te Tiriti o Waitangi, particularly in regard to Article 2. • Competence in, or a willingness to become competent in, Te Reo Māori. |
| Can work with people | <ul style="list-style-type: none"> • Centres and manages relationships with hapū, Rūnaka and iwi • Is thoughtful, resilient, and calm under pressure. • Leads by example and works in a collaborative manner. • Can work both independently and as a member of a multidisciplinary team. • Is open and receptive to the views of others. |
| Is values driven | <ul style="list-style-type: none"> • Is authentic and pragmatic. • Is willing to take ownership and be accountable. • Respects, understands, and can incorporate Kāi Tahu values in day-to-day work. |
| Is results focused | <ul style="list-style-type: none"> • Is practical, solutions-focused and can consistently and effectively problem solve issues • Can prioritise tasks to respond quickly to demands, act independently, and work under pressure. • Demonstrates flexibility and can respond to changing needs and priorities. • Shows initiative, is energetic and self-motivated. |

| EXPERIENCE | |
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| Qualifications, skills, and experience | <ul style="list-style-type: none"> • Tertiary qualification in Planning, Law, Ecology, Indigenous or Māori Studies, or a related field. • A minimum of 3 years' experience working in a field related to resource management, policy analysis, the law, indigenous or Māori development, or similar. • Experience dealing with a range of stakeholders e.g., iwi, communities, corporates, government agencies. • Experience with interpreting legislation, and knowledge of public policy • Experience in report preparation is essential. • Proven ability to communicate effectively, including the ability to write reports • Highly developed problem solving and analytical skills. • An ability to take on a wide-ranging work portfolio • An understanding of Kāi Tahu cultural values is an advantage; a willingness to learn and embrace Kāi Tahu cultural values is a must. • Must have a clean full driver's license. |