

POSITION DESCRIPTION

Customary Regulations Implementation Advisor

Position Summary

On commencement reports to:	Spatial Management Manager
Team:	Fisheries Management
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for three main areas; firstly processing the gazettal of kaitiaki and tangata tiaki under the customary regulations based on iwi rohe secondly, provides advice to Ministers on the appointment of kaitiaki and tangata tiaki and thirdly assisting with the dispute resolution/mediation and customary regulation education.

How Position Descriptions Work

The Customary Regulations Implementation Advisor has accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Customary Regulations Implementation Advisor. It should be read in conjunction with the generic role description for staff.

Key Accountabilities

In addition to the generic accountabilities of staff, provide service, advice and assistance to your manager to:

- Provide timely and accurate advice to the Minister on the appointment of kaitiaki and tangata tiaki.

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- Work with Pou Hononga, Ministry staff and stakeholders to ensure the appointment process is accurate and robust to a standard that is acceptable for the Minister to approve.
- Ensure the gazettal of kaitiaki and tangata kaitiaki under the customary regulations is based on iwi rohe and is the precursor for the use of spatial management tools.
- Work on dispute resolution/mediation relating to gazette kaitiaki and mātaītai and customary regulation education to assist the Ministry to work more effectively with tangata whenua.
- Work on the Deed of Settlement implementation programme and ensure the work programme is on track and take corrective action as required.
- Work with the Spatial Management Manager on strategies and projects that deliver on the Crown obligations to Maori.
- Co-ordinate and develop the tangata whenua and kaitiaki training programmes in conjunction with Field Operations, regionally based Pou Hononga and other units within the Ministry.
- Successful, strategic, productive engagement that effectively manages relationships internally, with tangata whenua, tangata tiaki, relevant stakeholders and other agencies.
- Action and complete any other duties and responsibilities as required by your manager or a Deputy Chief Executive.

Key Competencies

In addition to the key competencies of staff:

Intellectual Ability – Has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of

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staff and management. Relates well to others and can put themselves in others shoes.

Negotiation – Is skilled at negotiating and handles conflict and resistance. Builds rapport and trust quickly and gains compromises to the benefit of all parties. Has a variety of negotiation/mediation/adjudication tools and can close deals swiftly.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Effectively communicates information and can present information succinctly and clearly for various levels of staff;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.



POSITION DESCRIPTION

Customary Regulations Management Tools Advisor

Position Summary

On commencement reports to:	Spatial Management Manager
Team:	Fisheries Management
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for liaising between the Spatial Allocations team, kai takawaenga and applicants, and providing a customary management dimension to the Spatial Allocations team. This involves strong relationship management skills and understanding the issues in relation to the three main customary tools, mātaītai, taiapure and 186 closures. The role is responsible for building effective relationships with local iwi in relation to applications for customary tools, and ongoing communication and feedback on decisions and applications.

How Position Descriptions Work

The Customary Regulations Management Tools Advisor has accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Customary Regulations Management Tools Advisor. It should be read in conjunction with the generic role description for staff.

Key Accountabilities

In addition to the generic accountabilities of staff, provide service, advice and assistance to your manager to:

- Provide timely and accurate technical advice to local applicants in relation to mātaītai, taiapure and 186 closures.

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- Act as a liaison between the Spatial Allocations team and applicants.
- Ensure there are no unnecessary delays with applications and notifying the relevant parties as soon as possible.
- Advise applicants on the process for customary management tools.
- Provide applicants with information and advice on by-laws process, reinstating commercial fishing processes and sustaining the functions of the marae.
- Action and complete any other duties and responsibilities as required by your manager or a Deputy Chief Executive.

Key Competencies

In addition to the key competencies of staff:

Intellectual Ability - has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of staff and management. Relates well to others and can put themselves in others shoes.

Negotiation – Is skilled at negotiating and handles conflict and resistance. Builds rapport and trust quickly and gains compromises to the benefit of all parties. Has a variety of negotiation/mediation/adjudication tools and can close deals swiftly.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

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Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Effectively communicates information and can present information succinctly and clearly for various levels of staff;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.

DRAFT



POSITION DESCRIPTION

Iwi Fisheries Plans Analyst

Position Summary

On commencement reports to:	Inshore Manager
Team:	Fisheries Management
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for ensuring input and participation is achieved through utilisation of iwi fisheries plans and National fisheries plans and to persuade sustainability and Regulatory processes and decisions. This position is responsible to support the Deep Water and Highly Migratory Fisheries teams and be available to other business groups seeking to understand the aspirations of iwi (as set out in IFPs) in order to inform their work.

The Iwi Fisheries Plans Analyst will be flexible and adaptable in their approach and be willing to move between teams as required i.e. rotating with the Kai Takawaenga as and when required. This role is complementary to the Kai Takawaenga role.

How Position Descriptions Work

The Iwi Fisheries Plans Analyst has accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Iwi Fisheries Plans Analyst. It should be read in conjunction with the generic role description for analysts.

Key Accountabilities

In addition to the generic accountabilities of an analyst, provide service, advice and assistance to your manager to:

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- Work closely with other teams and managers to achieve understanding of iwi IFPs.
- Assist other business groups in understanding the aspirations of iwi in relation to their IFPs and ensure input and participation is achieved.
- Establish constructive relationships with Kai Takawaenga, iwi and other key stakeholders internally and externally.
- Proactively keep the Inshore Manager informed of any issues and concerns in relation to iwi and internal and external stakeholders so that these can be addressed in a timely manner.
- Educate and inform other teams in relation to iwi IFPs.
- Provide timely and well presented advice to Managers and other internal stakeholders as required.
- Action and complete any other duties as required by your manager.

Key Competencies

In addition to the key competencies of analyst:

Intellectual Ability – Has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of staff and management. Relates well to others and can put themselves in others shoes.

Negotiation – Is skilled at negotiating and handles conflict and resistance. Builds rapport and trust quickly and gains compromises to the benefit of all parties. Has a variety of negotiation/mediation/adjudication tools and can close deals swiftly.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

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Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Effectively communicates information and can present information succinctly and clearly for various levels of staff;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.



POSITION DESCRIPTION

Iwi Fisheries Plans Development Manager (Pou Takawaenga)

Position Summary

On commencement reports to:	DCE Fisheries Management
Team:	Fisheries Management
Location:	Wellington
Salary band:	TBA
Salary range:	TBA
Security level:	TBA
Delegation level:	3
Approximate number of staff	10

Purpose of Position

The Iwi Fisheries Plans Development Manager manages the Ministry's obligations relating to the implementation of the Fisheries Deed of Settlement and actively helps iwi to develop integrated iwi fisheries plans. It assists SLT and DCE Fisheries Management to determine fisheries management priorities and the services to be delivered from other parts of the organisation and service providers within the roles particular fisheries.

The Iwi Fisheries Plans Development Manager will also build strong relationships with iwi and hapu and with internal and external stakeholders. Relationship management is a key focus of this role.

How Position Descriptions Work

Managers have accountabilities and competencies that are:

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of the Iwi Fisheries Development Manager. It should be read in conjunction with the generic role description for managers.

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The annual performance and development agreement contains more specific accountabilities and deliverables.

Key Accountabilities

In addition to the generic accountabilities of a manager, provide service and advice and, where appropriate, make decisions to ensure:

- Development and implementation of integrated iwi fisheries plans.
- The Ministry is aligned with strategies and obligations to Maori including all Deeds of Settlement.
- Fisheries plans are developed and implemented that include objectives and a management strategy for the fishery.
- Priorities, services and budgets (including cost recovery obligations) to deliver fishery plans are determined and agreed with other fisheries managers and the DCE Fisheries Management and SLT.
- Successful, strategic, productive engagement that effectively manages relationships internally, with tangata whenua, iwi and hapu as well as relevant stakeholders and other agencies.
- Proactive management with Kai Takawaenga team to monitor progress on the development of integrated iwi fisheries plans.
- Negotiate and manage contracts for service with Forum to complete iwi fisheries plans.
- Any other duties not listed in this PD are actioned and completed as required by your manager.

Key Competencies

In addition to the key competencies of a manager:

Decisions – Quality of decision making meets role requirements; applying judgement; and learning from previous decisions.

Prioritising – Understands what needs to happen to achieve outcomes; allocates resources accordingly; and creates focus.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Analytical Problem Solver - Capable of defining the problem, analysing it and providing viable solutions. Analytically identifies the pros and cons of the solutions to each problem and can keep an objective view.

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Informs and Advises - Actively provides information that others need in a timely fashion. Is a trusted adviser and delivers information according to the needs of the audience. Listens to information and seeks clarification and understanding before passing it on to those that require it.

Delegation - Delegates with confidence and matches individuals skills with what is delegated. Uses delegation to develop staff. Does not micromanage and empowers others.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies including:

- A relevant tertiary qualification or combination of experience and/or qualifications;
- Leadership and management of staff;
- Working with iwi and a solid understanding of Maori culture;
- Has an understanding of te reo Maori and a willingness to learn;
- Has an understanding and sensitivity to exercise tikanga;
- Responsibility for the provision of services and support to other teams within the organisation;
- Relationship development and management; and
- Oral and written communication.

POSITION DESCRIPTION

Kai Takawaenga

Position Summary

On commencement reports to:	Iwi Fisheries Plans Development Manager
Team:	Fisheries Management
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for assisting with the Ministry's obligations relating to the implementation of the Fisheries Deed of Settlement and to actively help iwi develop their integrated fisheries plans.

Kai Takawaenga will also support external and internal relationships and proactively engage to facilitate completion of integrated iwi fisheries plans.

How Position Descriptions Work

Kai Takawaenga have accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Kai Takawaenga. It should be read in conjunction with the generic role description for staff.

Key Accountabilities

In addition to the generic accountabilities of staff, provide service, advice and assistance to your manager to:

- Develop integrated iwi fisheries plans.
- Align with organisational strategies and obligations to Māori including all Deeds of Settlement.
- Establish constructive relationships with iwi/hapu and other key stakeholders.

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- Effectively consult internally and with tangata whenua, and other relevant stakeholders.
- Proactively keep the Iwi Fisheries Plans Development Manager informed of the progress of the development of integrated iwi fisheries plans.
- Regularly notify the Iwi Fisheries Plans Development Manager of any issues and concerns in relation to iwi and internal and external stakeholders so that these can be addressed in a timely manner.
- Action and complete any other duties not listed in this PD as required by your manager.

Key Competencies

In addition to the key competencies of staff:

Intellectual Ability – Has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of staff and management. Relates well to others and can put themselves in others shoes.

Negotiation – Is skilled at negotiating and handles conflict and resistance. Builds rapport and trust quickly and gains compromises to the benefit of all parties. Has a variety of negotiation/mediation/adjudication tools and can close deals swiftly.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Managing a number of projects or pieces of work at the same time;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Ability to engage with Maori stakeholders at all levels;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.

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POSITION DESCRIPTION

Pou Hononga Manager

Position Summary

On commencement reports to:	DCE Treaty Partnerships
Team:	Treaty Partnerships
Location:	Wellington
Salary band:	TBA
Salary range:	TBA
Security level:	TBA
Delegation level:	4
Approximate number of staff	5

Purpose of Position

The Pou Hononga Manager manages the Pou Hononga team and ensures they are supporting the national and regional forums and they continue to improve the MFish-iwi relationships. It is also responsible for monitoring the Ministry's delivery of obligations and to evaluate that feedback. The Pou Hononga Manager is also responsible for keeping the DCE Treaty Partnerships informed and up-to-date on current policy, strategy and frameworks within the Ministry.

How Position Descriptions Work

Managers have accountabilities and competencies that are:

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of the Pou Hononga Manager. It should be read in conjunction with the generic role description for managers.

The annual performance and development agreement contains more specific accountabilities and deliverables.

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Key Accountabilities

In addition to the generic accountabilities of a manager, provide service and advice and, where appropriate, make decisions to ensure:

- Regular engagement and communication with iwi and specifically providing assistance to them in relation to policy and fisheries strategies.
- Pou Hononga are provided with information and guidance that will enable them to further develop and enhance the Ministry's relationship with iwi through the monitoring of feedback from iwi on the Ministry's delivery of obligations.
- The team are working closely and effectively with the Risk and Evaluation Manager and team to obtain accurate and timely feedback to iwi and the Ministry on Ministry's delivery of obligations.
- Proactive feedback is obtained from Pou Hononga on the outcomes of meetings between the Ministry and tangata whenua.
- Advice and support is provided, including training, to Ministry staff to enhance the effectiveness of the Ministry's Treaty Strategy.
- Constructive and strong relationships are built to assist with the improvement of the response from the Ministry to tangata whenua in respect of the Deed of Settlement and individual iwi treaty settlement obligations.
- The alignment with organisational strategies, obligations and services to Māori including all Deeds of Settlement.
- The establishment of constructive relationships with iwi and other key stakeholders.
- Effective consultation internally and with tangata whenua, stakeholders and local and central government agencies.
- The regional fisheries forums are assisting iwi and hapu to develop effective fisheries strategies.
- Action and completion of any other duties as required by your manager.

Key Competencies

In addition to the key competencies of a manager:

Decisions – Quality of decision making meets role requirements; applying judgement; and learning from previous decisions.

Prioritising – Understands what needs to happen to achieve outcomes; allocates resources accordingly; and creates focus.



Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Analytical Problem Solver - Capable of defining the problem, analysing it and providing viable solutions. Analytically identifies the pros and cons of the solutions to each problem and can keep an objective view.

Informs and Advises - Actively provides information that others need in a timely fashion. Is a trusted adviser and delivers information according to the needs of the audience. Listens to information and seeks clarification and understanding before passing it on to those that require it.

Delegation - Delegates with confidence and matches individuals skills with what is delegated. Uses delegation to develop staff. Does not micromanage and empowers others.

Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies including:

- A relevant tertiary qualification or combination of experience and/or qualifications;
- Leadership and management of staff;
- Working with iwi and a strong understanding of Maori culture;
- Has an understanding of te reo Maori and a willingness to learn;
- Has an understanding and sensitivity to exercise tikanga;
- Responsibility for the provision of services and support to other teams within the organisation;
- Relationship development and management; and
- Oral and written communication.

POSITION DESCRIPTION

Pou Hononga

Position Summary

On commencement reports to:	Pou Hononga Manager
Team:	Treaty Partnerships
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for supporting the national and regional forums and to continue and improve MFish-iwi relationships. It is also responsible for monitoring the Ministry's delivery of obligations and to evaluate that feedback.

Pou Hononga provide an important service for the Crown to effectively deliver its obligations, and are required to provide monitoring and evaluation to the Deputy Chief Executive Treaty Partnerships on the delivery of services by the rest of the Ministry, in conjunction with the Evaluation and Risk team.

How Position Descriptions Work

Pou Hononga have accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Pou Hononga. It should be read in conjunction with the generic role description for staff.

Key Accountabilities

In addition to the generic accountabilities of staff, provide service, advice and assistance to your manager to:

- Support the effective operation of national and regional forums.

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- Further develop and enhance the Ministry's relationship with iwi through the monitoring of feedback from iwi on the Ministry's delivery of obligations.
- Work closely and effectively with the Risk and Evaluation team to deliver accurate and timely feedback to iwi and the Ministry on Ministry's delivery of obligations.
- Organise and facilitate meetings between the Ministry and tangata whenua.
- Provide advice and support, including training, to Ministry staff to enhance the effectiveness of the Ministry's Treaty Strategy.
- Build constructive and strong relationships to assist with the improvement of the response from the Ministry to tangata whenua in respect of the Deed of Settlement and individual iwi treaty settlement obligations.
- Assist regional fisheries forums assisting iwi and hapu to develop fisheries strategies.
- Assist iwi/hapu to understand the application and management implications of the fisheries management tools.
- Action and complete any other duties as required by your manager.

Key Competencies

In addition to the key competencies of staff:

Intellectual Ability – Has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Results Driven - Is focused on achieving and exceeding goals and is seen as a reliable achiever. Motivates self and others to achieve results and go the extra mile. Is a consistently high performer.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of staff and management. Relates well to others and can put themselves in others shoes.

Negotiation – Is skilled at negotiating and handles conflict and resistance. Builds rapport and trust quickly and gains compromises to the benefit of all parties. Has a variety of negotiation/mediation/adjudication tools and can close deals swiftly.

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Considers Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Political Awareness - Knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Managing a number of projects or pieces of work at the same time;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Ability to engage with Maori stakeholders at all levels;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.

POSITION DESCRIPTION

Spatial Management Manager

Position Summary

On commencement reports to:	DCE Fisheries Management
Team:	Fisheries Management
Location:	Wellington
Salary band:	TBA
Salary range:	TBA
Security level:	TBA
Delegation level:	3
Approximate number of staff	8

Purpose of Position

The Spatial Management Manager manages the process for considering application for tools to manage and restrict the use of aquatic space, and ensures the effective regulatory support is maintained. The role also has a strong focus on implementation of customary regulations, dispute resolution/mediation for gazette kaitiaki and customary regulation education.

How Position Descriptions Work

Managers have accountabilities and competencies that are:

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of the Spatial Management Manager. It should be read in conjunction with the generic role description for managers.

The annual performance and development agreement contains more specific accountabilities and deliverables.



Key Accountabilities

In addition to the generic accountabilities of a manager, provide service and advice and, where appropriate, make decisions to ensure:

- Effective fishery management that delivers the outcomes for the Fishery and maximises the benefits from the use of all fisheries within environmental limits.
- Fisheries plan(s) are developed and implemented that include objectives and a management strategy for the fishery.
- Priorities, services, budgets (including cost recovery obligations) to deliver fishery plans are determined and agreed with other fisheries managers and the DCE Fisheries Management and SLT.
- Effectively manage staff to ensure that MFish evaluates applications for marine recovery, marine protection areas, customary management tools, other closures and related allocations of marine space.
- The mediation/dispute resolutions are closed effectively and that all parties agree with the outcomes.
- Assist with development of the tangata whenua and kaitiaki training programme in conjunction with Field Operations, regionally based Pou Hononga and other groups within the Ministry.
- Advice to the Minister is timely and of a high standard of quality.
- Technical advice and process management is provided to assist delivery of strategies and policy initiatives, and meeting obligations to Maori.
- Maintain and develop high performing staff, technical experts, managers and leaders for current and future needs.
- Effective relationships are formed and maintained with iwi and key internal and external stakeholders. Applicants regularly informed on status and progress for applications.
- Any other duties are actioned as required by the DCE Fisheries Management or another Manager.

Key Competencies

In addition to the key competencies of a manager:

Decisions – Quality of decision making meets role requirements; applying judgement; and learning from previous decisions.

Managing Processes – Understands processes and gets things done using the appropriate processes. Can interpret and explain complex processes in a simple



manner and recognises opportunities for synergy and integration. Organises people and activities effectively.

Prioritising – Understands what needs to happen to achieve outcomes; allocates resources accordingly; and creates focus.

Managing Conflict – Is capable of managing conflict positively and works with parties to obtain a viable solution. Remains objective during conflict and can decipher the core problems and issues. Is not afraid of managing and addressing conflict.

Diversity - Positively works with diverse groups and individuals and is capable of acknowledging and accepting differences and promoting equal opportunities. Sees the value in diversity and knows how to manage differences effectively ensuring the best outcome for everyone.

Organisational Dexterity - Skilled at operating in the organisational maze and understands boundaries. Operates effectively across MFish boundaries but within the realms of the culture and enhancing relationships in the process.

Analytical Problem Solver - Capable of defining the problem, analysing it and providing viable solutions. Analytically identifies the pros and cons of the solutions to each problem and can keep an objective view.

Delegation - Delegates with confidence and matches individuals skills with what is delegated. Uses delegation to develop staff. Does not micromanage and empowers others.

Political Awareness (48) - knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies including:

- A relevant tertiary qualification or combination of experience and/or qualifications;
- Leadership and management of staff;
- Working with iwi and a solid understanding of Maori culture;
- Has an understanding of te reo Maori and a willingness to learn;
- Has an understanding and sensitivity to exercise tikanga;

Integrity • respect • constructive relationships • achieving results • continual improvement



- Responsibility for the provision of services and support to other teams within the organisation;
- An understanding of the role and machinery of Government;
- Relationship development and management; and
- Oral and written communication.

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POSITION DESCRIPTION

Treaty Partnership Advisor

Position Summary

On commencement reports to:	Spatial Management Manager
Team:	Fisheries Management
Location:	TBD
Salary band:	TBA
Salary range:	TBA
Security level:	TBA

Purpose of Position

This position is accountable for supporting the Deputy Chief Executive Treaty Partnerships in matters relating to expert advice on fisheries management frameworks, iwi fisheries plans frameworks, sustainability issues, Deeds of Settlement, customary regulations operations, the Ministry's obligations to Maori and advising on the Treaty Strategy and its' implementation.

The Treaty Partnership Advisor is a 'trusted advisor' to the DCE Treaty Partnerships so strong relationship management and communication are critical.

How Position Descriptions Work

The Treaty Partnership Advisor has accountabilities and competencies that are;

- shared across similar positions across the organisation
- specific to that particular position

Position descriptions reflect this by being in two parts – one describing these shared/generic accountabilities and competencies and the other identifying those that are specific to the position.

This position description represents the specific position of Treaty Partnership Advisor. It should be read in conjunction with the generic role description for staff.

Key Accountabilities

In addition to the generic accountabilities of staff, provide service, advice and assistance to your manager to:

- Provide support and advice on Pou Hononga services.
- Provide support in relation to the monitoring of development of iwi fisheries plans.

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- Provide advice to the DCE Treaty Partnerships on; sustainability issues, Deeds of Settlement, customary regulations implementation and operations, and advising on the Treaty Strategy and its' implementation.
- Work closely with and build constructive relationships with the Risk and Evaluation team.
- Advise on fisheries management processes and frameworks.
- Advise on the Ministry's obligations to Maori.
- Any other duties and responsibilities not listed in this PD for the role, are met as required by your manager or a Deputy Chief Executive.

Key Competencies

In addition to the key competencies of staff:

Intellectual Ability - has the ability to learn complex skills and can get to grips with complex concepts quickly. Is bright and intelligent and is able to consider viable alternatives in the context of the environment.

Technical - Technical work is high quality; experienced in functional area; stays up to date; and credible technical expert.

Interpersonal Awareness - Is aware of how to relate to others to get the best out of them; and is considerate, tactful and diplomatic. Is skilled at dealing with tense situations and aims to establish and maintain strong relationships with all levels of staff and management. Relates well to others and can put themselves in others shoes.

Considering Others - Is considerate towards others and attempts to understand the needs, position, intentions and values of different groups. Can motivate different groups and people and takes into consideration their specific needs.

Informs - Actively provides information that others need in a timely fashion. Is a trusted adviser and delivers information according to the needs of the audience. Listens to information and seeks clarification and understanding before passing it on to those that require it.

Political Awareness - knows how to achieve outcomes within the organisation; can deal with different interest groups and perspectives.

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Experience and Qualifications

Demonstrated successful experience in all key competencies at the appropriate level according to the analyst experience and qualifications required by the Ministry. These include:

- A tertiary qualification(s) in a relevant discipline;
- Achievement of results;
- Working proactively and constructively;
- Effectively communicates information and can present information succinctly and clearly for various levels of staff;
- Solving problems and approaching work with energy and motivation;
- Understanding of the role and machinery of government;
- Establishing and maintaining effective working relationships;
- Has an understanding of te reo Maori and a willingness to learn; and
- Has an understanding and sensitivity to exercise tikanga.

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