

SHAPING AN
AWESOME
HAMILTON

COMMUNITY ADVISOR

PARTNERSHIPS, COMMUNICATION AND MAAORI

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - *kia urutau* / adaptability, *kia ngaawari* / simplicity, *kotahitanga* / inclusiveness, *kaitiakitanga* / guardianship, and *kia manawanui* / ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Partnerships, Communication and Maaori Group. The purpose of this group is to partner with Maaori and our community.

WHAT YOU WILL DO

Reporting to the Community Advisor and Grants Manager, you will develop and maintain good working relationships with key community and central government stakeholders, working collaboratively to achieve joint social wellbeing outcomes for our communities.

Reports to	Community Advisor and Grants Manager
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

KEY OUTCOMES

Supporting a portfolio of community groups, you will:

- Provide robust advice to the Council on issues relevant to the Hamilton communities within the portfolio you support.
- Provide information and insight on the social trends of communities within specific areas, supported by data and case studies.
- Develop and foster effective inclusive community networks relevant to supported communities, acting as the conduit between the sectors and Council.
- Liaise with government agencies, funding agencies and community groups to support the identification of needs and gaps in services for supported communities and work collaboratively to identify solutions to address the gaps.
- Build capacity within the supported sector by proactively working to connect the sector with other service providers and funding opportunities.
- Support the ongoing delivery and development of the Hamilton City Council strategies, plans and policies related to supported communities.
- The role will work collaboratively with other Council units to ensure that a more coordinated and inclusive approach is undertaken in working with supported Communities.
- Promote community-led development working in partnership with communities, government agencies, tangata whenua, funders, businesses, and local organisations to support communities to achieve their locally led initiatives.
- Effectively communicate stories of success and celebration for supported communities through various channels.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- Tertiary level qualification in Social Science.
- 5+ years' experience in an appropriate field
- Knowledge of Te Tiriti o Waitangi partnership responsibilities.
- Experience working with a diverse range of people and advanced cross-cultural understanding.
- Highly developed interpersonal and communication skills with the ability to work in partnership with community groups.
- Stakeholder relationship management skills including the ability to establish new key stakeholder relationships.
- Ability to operate independently and collaboratively to achieve outcomes.
- Ability to write and review reports and formal documents.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.