Kaupapa Māori Design Officer

Business & Urban Development, Economy & Development

Reports to: Urban Design Lead

Location: War Memorial Library

Date: September 2026

Purpose of the role:

Hutt City Council's Urban Design Team supports a range of design projects across Council. We strive to do more to acknowledge mana whenua identities, values and aspirations across the city, both in the strategic and detailed work we are doing.

This role supports mana whenua to see themselves reflected in our spaces and across urban development initiatives. The role also supports *Te Wai Takamori o Te Awa Kairangi* project to ensure mana whenua aspirations are embedded.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*
We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau
Work as One Council

He Tātai Muka
People & Performance Focus

He Rangi tā Matawhānui
Open & Adaptable

Te Ringa Tōhau Nui
Business sense

Kāpuia Te Kākaho
Customer & Community Focus

Te Pae Tawhiti
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☐ Foundational ☒ Intermediate ☐ Advanced

About the role

Key Responsibilities	Engage with Mana Whenua and iwi to understand their aspirations and incorporate their stories, values and cultural perspectives into urban design projects. Commission "Cultural Narratives" and "Cultural Foundations" documents from appropriate service providers to support the planning and design of projects. Plan, design and deliver urban design projects, managing competing priorities and identifying dependencies, risk and opportunities. Coordinate engagement Mana Whenua, marae and iwi and relevant Council teams supporting effective collaboration and helping resolve differing perspectives. Build and maintain constructive working relationships with Te Tira Māori, Mana Whenua, colleagues and key stakeholders across Council. Actively participate in relevant meetings and workshops, sharing specialist knowledge and contributing to agreed actions. Apply a continuous improvement mindset to work activities and provide constructive feedback where appropriate.
Mana Whenua Partnership and Cultural Leadership	Demonstrate knowledge of *Te Tiriti o Waitangi* and continue developing understanding of tikanga Māori, Te Ao Māori, and correct use and pronunciation of Te Reo Māori. Uphold and actively support Council's bicultural partnership, working effectively within a bicultural context. Develop and sustain meaningful relationships with mana whenua and Māori, working in partnership and guided by their aspirations and advice. Provide support to mana whenua and Māori to re-indigenise *Te Awa Kairangi,* aligning with the vision of Council. Demonstrate and promote the use of reo Māori and customs in all that you do. Support the successful delivery of *Te Wai Takamori o Te Awa Kairangi* by embedding cultural values and design approaches that honour mana whenua leadership and kaupapa Māori outcomes.

Leadership of Self	Seek to understand how your work contributes to our organisational priorities. Role model Council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork.
Planning	Understand and contribute to team short-term and long-term strategies and plans.
Customer Experience	Contribute towards providing positive internal and external customer experiences.
Stakeholder Engagement	Build and develop effective relationships, proactively engaging with others in a positive manner.
Navigating Change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do in order to continue to meet Council and Community needs. Ask questions and participate positively during times of change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking. Identify, recommend and aid in the implementation of improvements to existing systems and procedures.
Financial Acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles and office supplies.
Risk Management	Identify risks and hazards and escalate appropriately.
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role i.e.: floods, slips and other weather or natural event preparedness.
Health, Safety and Wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement. Participate in wellbeing activities.

	Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely. Be familiar with our H&S Manuals, Policies and Process and agree to abide by them.

About you

Essential	A qualification in design or design experience in a built environment context. Strong communication skills, with the ability to clearly articulate ideas and present design concepts to a range of stakeholders. Excellent written, verbal, and interpersonal communication. Proficient design and visual skills, including technical drawing and presentation. Ability to work in an agile, fast-paced environment and contribute effectively within a dynamic team. Proficient in Microsoft Office Suite, Adobe Creative Suite and relevant modelling software. Skilled at building and maintaining positive relationships, with the ability to negotiate, influence, and collaborate in multidisciplinary environments. A sound understanding of *Te Tiriti o Waitangi* and its relevance to urban design and development in Aotearoa.
Desired	A genuine interest in developing knowledge of *mātauranga Māori* as it applies to the built and natural environments. Awareness of urban development processes and the broader planning context. A proactive and innovative mindset, with an enthusiasm for contributing to the development of guidance and advice to enhance service delivery. A proven track record in coordinating projects, including collaboration with a variety of internal and external stakeholders.

Key relationships and delegations

Number of people reporting you	NIL

Total number of people within your delegation	NIL
Operating budget	NIL
Capital budget	NIL
Core partnerships	**Internal:** Te Tira Māori, Parks & Reserves, Urban Development, District Plan, Strategy, Transport **External:** Mana Whenua, local marae

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.