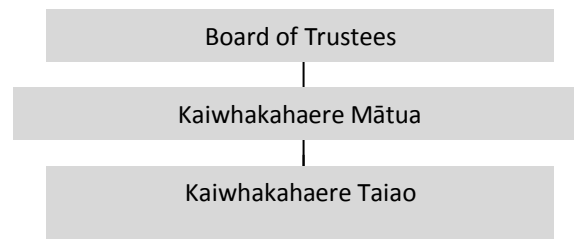


Maungaharuru-Tangitū Trust

Position Description

POSITION TITLE	Kaiwhakahaere Taiao / Environmental Manager 0.8 FTE
LOCATION	Ahuriri
TERM	Fixed Term Two Years
DATE	February 2017
REPORTS TO	Kaiwhakahaere Mātua / General Manager (GM)
PURPOSE OF POSITION	<p>The key purpose of this position is to design, develop, implement and manage Environmental programmes for the Maungaharuru-Tangitū Trust (MTT).</p> <p>Key responsibilities will include analysis and leadership in multiple Taiao related programmes and projects.</p>
OVERVIEW OF ORGANISATION	<p>The Trust represents six different hapū of the northern Hawke's Bay region: Ngāi Tahu, Ngāi Tahu, Ngāti Whakaari, Ngāi Te Ruruku, Ngāti Kurumōkihi and Ngāti Marangatūhetau (Hapū).</p> <p>The Trust's purpose is to receive, hold, manage and administer the assets of the trust for any object or purpose that is beneficial to the Members of the Hapū.</p> <p>Our vision is Puāwaitanga o te Puawānanga; a statement which represents a future where the Hapū are living their dreams.</p> <p>Our core purpose is Kia Tipu te Mauri Ora; we exist to facilitate the holistic growth of our people, culture, economy and environment</p>

REPORTING STRUCTURE



DIRECT REPORTS

None

Required to supervise contractors or project managers as required in projects.

RELATIONSHIPS

Internal

- General Manager
- MTT staff
- Board of Trustees
- Kaumātua
- Iwi / Hapū

External

- Government and local government bodies
- Commercial companies
- Specialist groups
- Other iwi and claimants
- Community groups
- Funding bodies
- Advisors

AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Environmental Policy Development and Programme Management</p> <ul style="list-style-type: none"> • Provision of timely and accurate risks and opportunities analysis to the General Manager. • Coordinate the development of the Iwi Environmental Management Plan (IEMP). • Implementation of the IEMP. • Progress the MACA Claim. • Support for the Regional Planning Committee. • Design and implementation of a Tangata Kaitiaki policy. • Support the Marae Options project. • Development and implementation of the DOC Te Kawenata framework. • Leadership in projects; <ul style="list-style-type: none"> ○ Bio Diversity ○ TANK and other related Catchments ○ Poutiri Ao ō Tāne ○ Cape to City ○ Coastal Hazards • Coordinate the Wāhi Taonga project. • Identify and successfully apply for project funding. • Leadership role in submission response management to local, regional and central authorities and issues. • Overall responsibility for further project planning including resource requirements, timelines, key milestone achievements. 	<ul style="list-style-type: none"> • Completion and approval of the IEMP within agreed timeframes. • Continued risks and opportunities reporting presented to the GM in a timely manner. • Leadership in the progression of the MACA claim. • RPC leadership support is timely and accurate. • Completion of a Tangata Kaitiaki policy. • Marae Options project outcomes are achieved. • Te Kawenata Framework is agreed with DOC. • Appropriate support and coordination is provided to agreed programmes and projects. • Reporting against goals is timely, clear and relevant. • Reporting timeframes are met. • Successful negotiation is undertaken with external providers. • External funding is secured for MTT projects. • MTT complies with legislative and statutory requirements. • Planning frameworks and timeframes are met. • MTT is seen to be responsive and constructive in all matters, including contribution to national and regional policy. • All submissions are of a high quality and completed within timeframes. • Partnerships and relationships are being maintained, nurtured and utilised leading to successful outcomes for both parties.
<p>Project Management</p> <ul style="list-style-type: none"> • To manage key projects with the ability to apply the concepts and practices of planning, organising and allocating resources to deliver objectives for a defined project. • Track project deliverables using appropriate tools. • Identify, and if required, source funding for project initiatives. 	<ul style="list-style-type: none"> • Operational plans are developed and approved. • All key milestones, including reporting for assigned projects are met and monitored. • All projects are managed on time and within budget. • Projects are of a high quality standard. • All assigned projects run as smoothly as possible, with a ‘no surprises’ policy and any issues are escalated to the GM as necessary. • Any variations to project plans are communicated and documented. • Once the project is completed it is reviewed and assessed. • Funding sources identified and meetings held to secure resource development and programme funding. • Support for whānau/hapū and kaumātua as required eg marae workshops, presentations to the Kāhui Kaumātua.
<p>Relationship Management</p> <ul style="list-style-type: none"> • To ensure that key stakeholder relationships are developed, enhanced and maintained. • To develop and maintain a wide range of professional networks which can maximise the benefit to the Trust. • To contribute to the future of environmental 	<ul style="list-style-type: none"> • Key stakeholders are maintained and developed to enhance environmental outcomes for MTT. • MTT is involved and aware of future developments within the sectors in order to make strategic decisions. • New relationship beneficial to MTT are established. • The professionalism of MTT is upheld and acknowledged by

KEY ACCOUNTABILITY	PERFORMANCE GOALS
management through strategic and policy industry forums and working parties.	third parties through the actions and efforts of the Kaiwhakahaere Taiao.
<p>Health and Safety</p> <ul style="list-style-type: none"> Responsible for the maintenance of a safe and healthy work environment for self and others. Complies with all H&S policies and procedures. 	<ul style="list-style-type: none"> All work place accidents and incidents are reported, and remedies are undertaken. Active participation in Health and Safety discussions and any necessary training. An active display of a positive Health and Safety attitude and MTT culture.

PERSON SPECIFICATION
<p>SPECIFIC SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> Proven leadership ability Strong interpersonal skills and excellent communication skills Developed self-awareness Project management skills and experience Strong practical understanding of the Māori environmental sector and contemporary issues A high level of proficiency in Te Reo Māori Highly developed analytical and research skills. High level of computer literacy. <p>EXPERIENCE/KNOWLEDGE</p> <ul style="list-style-type: none"> At least 6 - 8 years' relevant experience e.g. Resource Management, Marine Science, Agriculture, Forestry Ability to translate Māori knowledge world view into mainstream planning framework and vice versa A sound knowledge and application of tikanga Māori Project management experience leading projects from inception to implementation Sound knowledge and application of other statutes relating to the environment Experience in interpretation and application of legislation High level relationship management skills and experience Proven ability to work successfully with whānau, hapū, marae, iwi and Māori land owners. <p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> High level of political and business acumen, emotional intelligence, tact and diplomacy Proven leadership skills High level of initiative, accountability and self-responsibility An appreciation of the Maungaharuru-Tangitū takiwā, ideally including environmental issues Is a team player Is self-motivated and directed Flexible and willing to commit to the delivery of outcomes Has a sense of humor Is able to work well under pressure Has a passion for the environment and other related issues. <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> Relevant scientific post-graduate tertiary qualification Clean driver's license. <p>JOB REQUIREMENTS</p> <ul style="list-style-type: none"> Commitment to being in the Ahuriri office as required Flexibility around working hours and location Willingness and aptitude to contribute to the MTT management team development Ability to travel as required for the job.

JOB DESCRIPTION CREATED / AMENDED

Date: December 2016

SIGNATURES

On behalf of Maungaharuru-Tangitū Trust: _____ Date: _____
Signature

Employee: _____ Date: _____
Signature