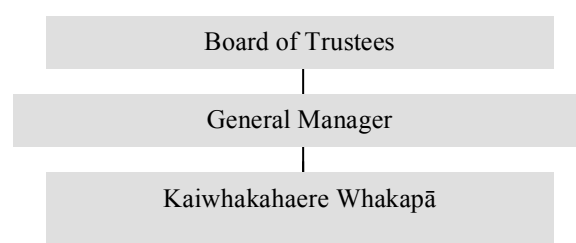


JOB DESCRIPTION

POSITION TITLE	Kaiwhakahaere Whakapā / Communications Manager
LOCATION	Napier
TERM	Fixed Term Two Years
DATE	September 2016
REPORTS TO	Kaiwhakahaere Matua / General Manager
PURPOSE OF POSITION	<p>The key purpose of this position is to develop and implement communications and related processes for the Maungaharuru-Tangitū Trust (MTT), including the monitoring, compliance, development and implementation of aspects of the Settlement Deed and Annual Plan.</p> <p>Key responsibilities will include the development and implementation of the communications strategy, Information Technology and Information Management Plans. Implementation of targeted communications and engagement of key stakeholders in order to enhance relationships, perception and opportunity of MTT. In achieve our vision.</p>
OVERVIEW OF ORGANISATION	<p>The Trust represents six different hapū of the northern Hawke’s Bay region: Ngāi Tauira, Ngāi Tahu, Ngāi Te Ruruku ki Tangoio, Ngāti Whakaari, Ngāti Kurumōkihi and Ngāti Marangatūhetaua (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 as required in projects.

RELATIONSHIPS

Internal

- GM
- Board Trustees
- Kaumatua
- Iwi
- Executive Management Team
- MTT staff

External

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

AUTHORITIES

Nil

KEY ACCOUNTABILITY

Communications Strategy

- Lead the design and implementation of the Communication Strategy to ensure successful implementation of the Annual and Strategic Plans.
 - Ensuring strategies and reporting complies with professional standards and legislative requirements.
 - Liaising with professional advisors.
 - Strategic support to the MTT staff, General Manager and Trustees.
 - Targetted communications with the Hapū and key stakeholders.
- Overall responsibility for further project planning including resource requirements, timelines, key milestone achievements.
- Leadership role in communication management to local, regional and central authorities and issues.
- Contribution to, oversight of and strategic support of other work programmes as required.

Hapū Registration Management

- To design and implement a Hapū registration

PERFORMANCE GOALS

- The communication strategy is developed and implemented in a timely and cost effective manner.
- Reporting against goals is timely, clear and relevant.
- All reporting timeframes are met.
- MTT complies with legislative and statutory requirements.
- MTT is seen to be responsive and constructive in all matters.
- All communications 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.
- Boundary scanning and risk management strategies form a key element of all work and issues and risks are identified early and effectively.
- Design and management of the maramataka, Parikarangaranga and Panui on time and budget.
- Hapū engagement is enhanced and improved.
- Regular and targetted Hapū communications are implemented.
- Leadership in Hapū events. Eg, marae workshops, presentations to kaumatua kahui, Hui-a- Hapū, AGM's.
- Complete branding design for MTT collateral.
- Provide support in preparing speeches for media releases.

- Review and Finalise the registration project

- Regular registration communications with Hapū

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>project targetting continued registration of Hapū members.</p> <ul style="list-style-type: none"> To utilise the Hapū database to increase the insights of the Hapū. 	<ul style="list-style-type: none"> Identify required registration numbers in conjunction with predicted Hapū membership growth. Identify and escalate any project risks to the General Manager. Liaise with the Whakapapa committee and kaumatua Achieve targetted rate of continued registration numbers Identify segments of Hapū that are not registered and create strategies to engage. Employee innovative registration methods. Develop communications for newly registered members and members turning 18 years of age. Seek continual improved insights of the Hapū demographics. Use improved Hapū insights to support MTT projects. Provide monthly registration project reports. Achieve all project milestones on time and in budget.
<p>Information Technology Plan (ITP)</p> <ul style="list-style-type: none"> Lead design and Implementation of the ITP to ensure successful implementation of the Annual and Strategic Plans. 	<ul style="list-style-type: none"> All information technological management policies are current and relevant. All IT systems are protected Website is maintained, relevant and Hapū engagement is increased. Techonological souldtions enhance the operations of the MTT Group. Social media and email channels are maintained and Hapū engagement is increased.
<p>Information Management Plan (IMP)</p> <ul style="list-style-type: none"> Lead design and Implementation of the IMP to ensure successful implementation of the Annual and Strategic Plans. 	<ul style="list-style-type: none"> All Information Management policies are current and relevant. All information is stored and archived securely. Staff are able to find information easily. Information Management is efficient and effective accross the MTT Group.
<p>Special Project Management</p> <ul style="list-style-type: none"> To manage key special projects as required with the ability to apply the concepts and practices of planning, organising and allocating resources to deliver project objectives. Track project deliverables using appropriate tools. Identify, and if required, source funding for project initiatives. 	<ul style="list-style-type: none"> All project planning frameworks and timeframes are met. Operational plans are developed and approved. All key milestones, including reporting for assigned projects are met and monitored. All work programmes are managed as a whole, as well as components within it. 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

KEY ACCOUNTABILITY	PERFORMANCE GOALS
	<p>necessary.</p> <ul style="list-style-type: none"> 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.
<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 communications management through strategic and industry forums and working parties. 	<ul style="list-style-type: none"> Key stakeholders are maintained and developed to enhance communication 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.
<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 H&S discussion and training.

PERSON SPECIFICATION

<p>TECHNICAL</p> <ul style="list-style-type: none"> Digital capability in working with Websites and Social Media. Experienced in various communication mediums. Experienced in information management and security. Advanced writing skills to draft and finalise media releases. Analytical and research skills. Is able to translate Māori language, knowledge and information into the communications framework. Has a developing knowledge of the MTT Settlement Deed and its implementation. Experience in interpretation and application of legislation. Has understanding in local political social issues. <p>CULTURAL</p> <ul style="list-style-type: none"> Has a track record of successfully managing programme and initiatives in an iwi, or Maori context; Strong networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions. Ability to korero Te reo Maori, understand and apply tikanga to work and experience incorporating Maori frameworks and methodologies into work practices. Is able to demonstrate cultural behavioural competencies and encourages others to do the same.
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- Has a strong interest in Maungaharuru-Tangitū and Māori development and an ability to develop solutions to meet those needs.

RELATIONSHIP MANAGEMENT

- Is able to interact effectively at all levels of Māoridom, as well as comfortably within mainstream networks and with key stakeholders.
- Has an ability to influence others, but the ability to 'take them with you'.
- Is politically savvy in managing sensitive information and relationships

COMMUNICATION

- Has excellent written and oral communication skills, with an ability to relate to a wide range of people.
- Is able to write media releases and speeches.
- Excellent facilitation skills with the ability to construct and present clear messages to diverse audiences.

OTHER ATTRIBUTES

- High level of political and business acumen, emotional intelligence, tact and diplomacy
- Has a high level of initiative, accountability and self-responsibility.
- Has an appreciation of the Maungaharuru-Tangitū rohe, marae and hapu.
- Is a team player.
- Is reliable, self-motivated and self-directed, comfortable working with incomplete information and in a dynamic environment.
- Is flexible and willing to commit to the delivery of results.
- Has a sense of humor.
- Is able to work well under pressure

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's degree in related matters or relevant work experience.
- Relevant communications experience, preferably at a senior level.
- Competent computer user and sufficient level of understanding and skill in office systems
- A clean driver's licence.

JOB REQUIREMENTS

- Commitment to being in Napier office as required.
- Flexibility around working hours and location.
- Willingness and aptitude to contribution to the team development and ongoing implementation of strategic goals.
- Ability to travel as required for the job.

JOB DESCRIPTION CREATED / AMENDED

Date: September 2016

SIGNATURES

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

Employee: _____ Date: _____
Signature