

Job Description

Position: Kaiwhakawhanake-a-Marae – Marae Development Project Manager

Responsible to: Kaiwhakahaere Matua - General Manager

Key Relationships:

External	Internal	Groups/Committees
<ul style="list-style-type: none"> • External Advisors • External Contractors • Government Agencies • Local Government • Funders • Local Community • Multiple Key Stakeholders 	<ul style="list-style-type: none"> • Maungaharuru-Tangitū Trust (MTT) and Maungaharuru-Tangitū Charitable Trust Boards • MTT Staff • Marae, Hapū and Whānau 	<ul style="list-style-type: none"> • Marae Development Committee • Marae Trustees • Kāhui Kaumātua • Rangatahi Committee

Key Purpose:

To refine and implement the plans to develop Tangoio Marae, including minimising flood risk. This relates to a key focus area of the Trust: *Kia rirā te Pā kai ngā rekereke – Strong Culture, Reo & Marae, Building a proud, vibrant & modern Marae.*

Major Functions:

- To lead the Marae development project.
 - To refine plans to construct flood mitigation measures – the stopbank and drainage for nuisance flooding, replace the Wharekai, and develop other physical aspects of the Marae complex.
 - To implement the plans and manage the construction works.
 - To work with the Marae Development Committee which is representative of the Hapū to ensure the development is aligned with the Hapū vision and priorities for the Marae.
 - To build, nurture and maintain strong relationships across external and internal stakeholders.
 - To understand key opportunities and gaps to contribute to the Marae development.
 - To provide monthly reporting to the General Manager on project and milestone progress.
 - To link other potential economic, social or cultural opportunities for the Hapū to the Marae development project.
 - To build relationships with similar organisations to learn and share knowledge.
 - To identify and lead applications to sources of funding to support project implementation.
 - To identify opportunities for contributions in kind from various stakeholders to assist with the Marae development project.

- Support for whānau, Hapū and kaumātua as required e.g. Marae working bees, presentations to Kāhui Kaumātua and at Hui-ā-Hapū

Relevant experience

- Track record of successfully leading building projects.

- Procurement.
- Managing projects in a Māori context.
- Managing budgets.
- Identifying and managing risks.
- Well-developed project management skills with a practical approach.
- An understanding of te reo Māori and tikanga..
- Strong relationship management and interpersonal skills.
- Is a team player.
- Is reliable, self-motivated and self-directed and comfortable working with incomplete information and in a dynamic environment.
- Good written and oral communication and can express ideas in writing clearly and in a well-organised way.
- Ability to construct and present clear messages to diverse audiences.
- Competent computer user and sufficient level of understanding and skill in office systems e.g., word processing, PowerPoint, excel.