

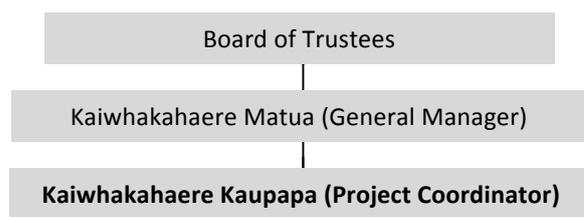
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Kaiwhakahaere Kaupapa (Project Coordinator)
LOCATION	Napier
DATE	October 2019
REPORTS TO	Kaiwhakahaere Mātua (General Manager / GM)
PURPOSE OF POSITION	<p>The key purpose of this position to support the successful delivery of initiatives at the Maungaharuru-Tangitū Trust (MTT or Trust) through the provision of project coordination and administration duties.</p> <p>The Project Coordinator role is responsible primarily for providing project, logistical and general coordination support to the 'Kia rirā te Pā kai ngā rekereke (Strong Culture, Reo & Marae)' focus area, and as required, the 'He Kāinga Taurikura' focus area of the Trust.</p>
OVERVIEW OF ORGANISATION	<p>Maungaharuru-Tangitū Trust represents hapū of the northern Hawke's Bay region including 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 growth of inner strength. We are proud of living our values; Pūmau te Wairua (Spiritually Strong), Whai Hua (Progressive), Tuakiri Motuhake (Strong Identity), Oranga Ngākau (Wellbeing), Whanaungatanga (Family) and Te Piri Ngātahi (Unity).</p>

REPORTING STRUCTURE



DIRECT REPORTS

Nil

RELATIONSHIPS

Internal

- Marae Development Committee
- Marae Trustees
- MTT staff
- GM
- Board Trustees
- Kaumātua
- Rangatahi
- Hapū

External

- Government and local government bodies
- Specialist advisors
- Other iwi
- Community groups
- Funding bodies

AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Project Coordination</p> <ul style="list-style-type: none"> • Manage various projects from time to time as required by the GM. • Develop (in consultation with stakeholders) robust project schedules including identifying sequence of tasks, dependencies between tasks and effort to complete. • Manage the project plan, reviewing it regularly to ensure tasks and milestones are being achieved in a timely manner. • Monitor, analyse and report on project budget and forecast to the GM as required. • Prepare project status report, presentations, agendas and minutes and maintain logs and registers. • Organise logistics for project meetings. • Arrange and attend weekly project meetings across various project streams, taking notes and distributing meeting minutes. • Follow up and implement on the action register. • Identify and mitigate issues/risks within projects, maintaining an issue/risk register and escalating to senior management where necessary. • Undertake a proactive role to support projects that are consistent with the overarching purpose of the Trust. • Undertake other tasks as directed by the GM from time to time as agreed. 	<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 necessary. • Any variations to project plans are communicated and documented. • Once the project is completed it is reviewed and assessed.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Liaise with external project consultants, experts, advisors and subcontractors etc. • Provide advice & oversight to the GM through analysis/critique on the advice, documentation, information and contracts received from external project consultants, experts, advisors and subcontractors. • Ensure communications with all key project participants are appropriate, recorded and safely filed. • Build and maintain effective relationships with a wide range of people in addition to your own team, including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors. 	<ul style="list-style-type: none"> • Due diligence is undertaken with all project consultants, experts, advisors & subcontractors to avoid risk and improve opportunities for efficiency &/or effectiveness. • Relationships are built on trust, honest & integrity, but formalised via robust documentation. • A team culture, supported by processes and practice, that views health and safety as a critical element of business as usual. • Awareness of what is going on around the MTT Group - opportunities and challenges. • Feedback on the quality of service provided and addresses issues raised.
<p>Project Financials</p> <ul style="list-style-type: none"> • Develop Fundraising plan. • Source funding for project initiatives. • Write funding applications & submit funding applications in conjunction with GM. 	<ul style="list-style-type: none"> • All applicable funding avenues are identified and scheduled so that all opportunities are maximised. • Applications are submitted on-time & to an agreed standard. • Financial reports are accurate & submitted as required.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> • Provide Project Budgets and tracking tools to manage project finances. • Meetings held with funders to introduce the Project and help secure resource development and programme funding. 	<ul style="list-style-type: none"> • Project Budgets are correct and provided as needed. • Reports to funders are completed on-time.
<p>Communications & Hui</p> <ul style="list-style-type: none"> • Coordinate Communication Plan that aligns with both MTT & the specific Project, which will include various mediums/avenues of communications (Hardcopy, ePānui, Hui ā-hapū, video etc). • Develop whānau-friendly communications that portray the essence/intent of the specific project. • Coordinate hui with project groups, subcommittees &/or GM as required. • Provide administrative oversight of hui, including but not limited to: calendar invites, agenda distribution, venue/catering/IT setup, project packs for centralised documentation. 	<ul style="list-style-type: none"> • Communication Plan is produced to a high standard and milestones are completed within timelines. • Ensure the GM is updated as required about key issues to ensure a 'no surprises' approach is adopted. • Key project stakeholders are kept up to date. • Whānau understand the project & feel they are consulted when appropriate, and updated regularly.
<p>Maungaharuru-Tangitū Trust Team Role</p> <ul style="list-style-type: none"> • Actively and positively participate as a member of the team. • Proactively look for opportunities to improve the operations of MTT. • Perform any other duties as needed by MTT. • Adhere to all MTT procedures, policies, guidelines, and standards of integrity and conduct. • Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work. 	<ul style="list-style-type: none"> • Build and maintain a supportive, trusting team culture that supports learning, collaboration and high performance. • Maintain effective team communication and management processes to ensure efficiency of delivery and team coherence, including information sharing and document management processes.
<p>Other Projects</p> <ul style="list-style-type: none"> • Contribution to other key work programmes as required. • To undertake special projects for the Trust as and when required. 	<ul style="list-style-type: none"> • All projects delivered accurately, on time and within budget. • Support for whānau/Hapū and kaumātua as required e.g. Marae workshops, presentations etc. • Participate in, and lead, projects as required by the GM.
<p>Health and Safety (H&S) / Wellness</p> <ul style="list-style-type: none"> • Personal responsibility and awareness for the maintenance of a safe and healthy work environment for self. • Understand the importance of Hazard management and work with a proactive mind-set, understanding the importance of avoiding hazards. • Comply with and support all H&S policies, guidelines and initiatives. • Ensure all hazards are identified, incidents (injuries and near misses) are reported as per policies. • Comply with all legislative and regulatory requirements and report any breaches as soon as they become known. • Work with a Wellness mind-set, where we are always conscious of the entire person 	<ul style="list-style-type: none"> • All workplace accidents and incidents are reported, hazards are identified, and mitigants/remedies are undertaken. • Active participation in H&S discussions and necessary training. • H&S awareness through the implementation of safe practices. • A team culture, supported by processes and practice, that views H&S as a critical element of business as usual. • Demonstrates consistent consideration of embracing all elements of Te Whare Tapa Whā.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>health.</p> <ul style="list-style-type: none"> Appreciate and work with a clear understanding of Te Whare Tapa Whā. Te taha whānau (family health), Te taha wairua (spiritual health), Te taha tinana (physical health) and Te taha hinengaro (mental health). 	

PERSON SPECIFICATION

TECHNICAL

- Well-developed project coordination skills with a practical approach and experience in maintaining project plans.
- Has knowledge and understanding of the political landscape, legislation and policy that is relevant to the MTT Group's projects.
- Has knowledge of research and funding environments.
- Experience in producing effective presentations, status reports and other project outputs.
- Project Coordination skills, including Project Management tools (Gantt Charts, Risk Matrix, Project Budgets etc).
- Ability to read, interpret & critique documentation, advice and information from project consultants, experts, advisors and subcontractor's etc.
- Ability to analyse complex technical advice, maps, pictures, diagrams, plans and detailed drawings.
- Is able to translate mātauranga Māori into mainstream frameworks and vice versa.

CULTURAL

- Has a track record of successfully coordinating projects and initiatives in an iwi, or Māori context.
- Strong networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions.
- Has a developing knowledge of the MTT Settlement Deed and its implementation.
- Ability to kōrero te reo Māori, 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.
- 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 within Kaupapa Māori, 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'.
- Has a proven ability to create and maintain relationships beneficial to achieving outcomes.

COMMUNICATION

- Has excellent written and oral communication skills, with an ability to relate to a wide range of people.
- Is able to provide administrative support in a programmed, project or delivery environment.
- Excellent facilitation skills with the ability to construct and present clear messages to diverse audiences.

OTHER ATTRIBUTES

- Has a high level of initiative, accountability and self responsibility.
- Has an appreciation of the Maungaharuru-Tangitū rohe, marae and Hapū.
- 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 humour.
- 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 project management/coordinator qualifications or experience, preferably having experience on either complex projects and/or a variety of projects.
- Competent computer user and sufficient level of understanding and skill in office systems.
- A clean driver’s licence.

JOB REQUIREMENTS

- This role will require frequent evening and weekend work, that is based on flexi-time.
- Commitment to being in Napier office as required.
- 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: October 2019

SIGNATURES

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

Employee: _____ Date: _____
Signature