

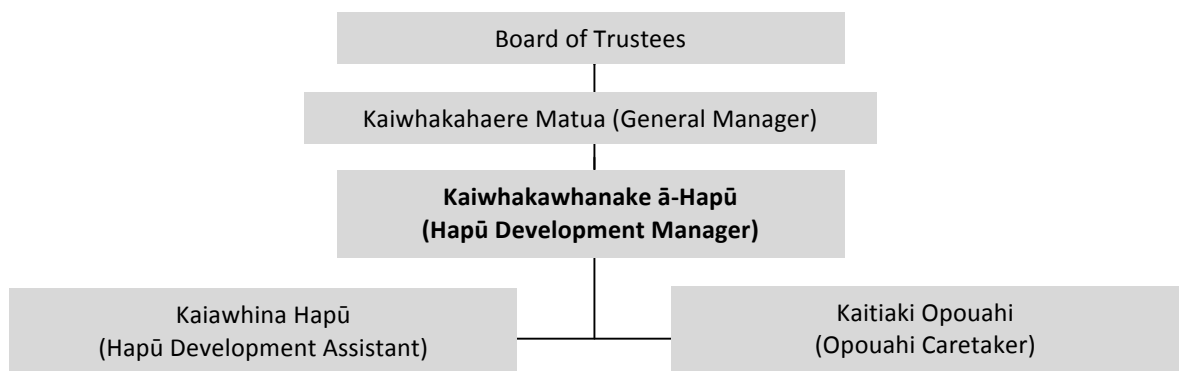
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Kaiwhakawhanake ā-Hapū (Hapū Development Manager)
LOCATION	Napier
DATE	October 2019
REPORTS TO	Kaiwhakahaere Matua (General Manager)
PURPOSE OF POSITION	The key purpose of this position is to build Hapū capability, self-reliance, connectedness and social cohesion, with a particular focus on rangatahi and kaumātua. The position will drive and be involved in a wide variety of projects and have specific responsibilities in assisting with the development and implementation of the Maungaharuru-Tangitū Trust (MTT or Trust) Strategic and Annual Plans, as well as assisting with funding applications. The role will also oversee the safe, efficient and effective operation of the Opouahi Wilderness Camp.
OVERVIEW OF ORGANISATION	<p>Maungaharuru-Tangitū Trust represents hapū of the northern Hawke's Bay region including Ngāi Taura, Ngāi Tahu, Ngāi Te Ruruku ki Tangoio, Ngāti Whakaari, 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 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

- Kaiawhina Hapū (Hapū Development Assistant)
- Kaitiaki Opouahi (Opouahi Caretaker)

RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">GMBoard TrusteesKaumātua	<ul style="list-style-type: none">Government and local government bodiesCommercial companiesSpecialist groups

- Rangatahi
- MTT staff
- Whānau and hapū members
- Tangoio Marae
- Te Kōhanga Reo o Punanga te wao

- Other iwi and claimants
- Community groups
- Funding bodies
- Advisors

AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Hapū Development</p> <ul style="list-style-type: none"> • To develop and implement the Hapū Development Plan that aligns to the MTT Strategic and Annual plans. • Provide leadership and manage the Kaiawhina Hapū (Hapū Development Assistant) role to enable support to achieve Key Accountabilities. • Support the Rangatahi Komiti and Kāhui Kaumātua to achieve their objectives in their Annual plans. Provide administrative functions as required, including, but not limited to; Agenda, minutes, venue/catering preparation, activity coordination etc. • Identify opportunities that align to MTT direction and report to GM at regular intervals. • Remain active within key networks (local in person & online) to obtain information and intel. Ensure MTT is agile and able to react quickly to opportunities that align to the Annual Plan. • Work closely with the Kaiwhakahaere Whakapā (Communications Manager) to ensure relevant Hapū Development activities are communicated with whānau. • Develop and implement the Alternative Revenue Plan. 	<ul style="list-style-type: none"> • The Hapū Development Plan builds Hapū capability, self-reliance, connectedness and social cohesion to improve the social outcomes and quality of life for whanau. • All milestones and measures of the Plan are met and presented in monthly reports to the GM. • Rangatahi Komiti and Kāhui Kaumātua provide positive feedback to the GM about the support provided. • Relevant development opportunities are discussed with GM to agreed standards. • Hapū Development activities are communicated to the whānau as per the Hapū Development Plan to an agreed standard. • Alternative Revenue Plan is completed to an agreed standard.
<p>Opouahi Wilderness Camp</p> <ul style="list-style-type: none"> • Develop and implement the Opouahi Development Plan. • Provide leadership and manage the Kaitiaki Opouahi (Opouahi Caretaker) role to enable support to achieve Key Accountabilities, specifically repairs and maintenance (R&M). • Manage the R&M of the Camp, ensuring the core infrastructure is safe (i.e drinking water tested) and fit for purpose (i.e. tracks accessible), along with Asset Management and Development. • Management of the Opouahi budget, including analysis of expenses, revenue generation, external funding and profit improvements. • Manage and maintain key Opouahi Wilderness Camp relationships, including but 	<ul style="list-style-type: none"> • Complete Opouahi Development Plan to an agreed standard. • Support Kaitiaki Opouahi role to complete R&M tasks as required in a safe manner. • All camp infrastructure is sound and fit for purpose all the time. • Opouahi budget is achieved, variation to budget mitigated. • Relationships are nurtured. • Bookings are completed and communicated to Landcorp Farm Manager, with no issues. Access/Key register is maintained. • Schools and user groups annual survey and feedback is collated, overall experience rated and development opportunities identified. • H&S hazard and risk management is completed to procedures, policies and relevant law. • Monthly reports are completed on time to an agreed

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>not limited to: schools, user groups, Landcorp, HBRC, DOC, HDC, ECOED and neighbouring landowners.</p> <ul style="list-style-type: none"> • Manage Opouahi Camp bookings, access, keys and inquiries. • Schools and user groups are welcomed and critical issues resolved appropriately. • Manage the health and safety (H&S) of the Camp, ensuring procedures and policies are followed, hazard management is applied and risk management implemented. • Reporting to GM on a monthly basis. 	<p>standard.</p>
<p>Project Management</p> <ul style="list-style-type: none"> • Manage various projects from time to time as required by the GM. • Lead the planning and implementation of projects by producing project plans and defining project tasks, resource requirements and budget, as well as coordination of teams. • Facilitate the definition of project scope, goals and deliverables. • Undertake a proactive role to initiate projects that are consistent with the overarching purpose of the Trust. • Have a lead role to execute, monitor, control and close a project. • Track project deliverables using appropriate tools. • Identify, and if required, source funding for project initiatives. • Complete Reports as required. 	<ul style="list-style-type: none"> • All project planning frameworks and timeframes are met. • Operational plans are developed and approved. • All key milestones 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. • Funding sources identified and meetings held to secure resource development and programme funding. • Reports are completed on-time to an agreed standard.
<p>Cultural Related Support and Engagement</p> <ul style="list-style-type: none"> • Build strong relationships across Hapū and marae which enables MTT to better understand key opportunities and gaps for Hapū development. • Identify common areas of development and opportunities for collective support from the Hapū that align with annual plans. • Provide support, advice, facilitation and assistance on cultural matters as required, for example: <ul style="list-style-type: none"> ○ Wāhi taonga and archaeological site identification, protection and enhancement. ○ Upskilling, training and support for key partner organisations on Trust matters. • Support for team on cultural related matters, te reo Māori and tikanga as required. • Support for and liaison with Kāhui Kaumātua, Tangoio Marae, Kōhanga Reo, Hapū and whānau as necessary. • Representation of and support for group forums and meetings as required. 	<ul style="list-style-type: none"> • Capability and capacity is built across the Hapū over time. • Tools, resources, programmes and initiatives are identified and developed and align with annual plans. • Relationships are established to acquire and share knowledge. • All project responsibilities are delivered accurately, on time and within budget. • Projects and staff are supported to be 'culturally safe.' • MTT is seen to be responsive and constructive in all matters. • Successful outcomes for both parties are achieved through utilising, maintaining and nurturing partnerships and relationships. • Actively contributes to the team by looking out for others, supporting and empowering them and celebrating success to create a good team spirit.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<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 Te Tiriti o Waitangi and incorporate the principles 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, such as but not limited to: Tangoio Marae Development, Whakapapa Project and Stakeholder Management. 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"> Responsibility and awareness for the maintenance of a safe and healthy work environment for self and direct reports. Work with GM to develop H&S systems and tools to support the direct reports, specifically Kaitiaki Opouahi, who is primarily works alone, in an outdoor environment. 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's health. 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). 	<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.

PERSON SPECIFICATION

TECHNICAL

- Well-developed project coordination skills with a practical approach and experience in maintaining project plans.
- Well-developed writing skills, with a specific focus on interpreting criteria of complex funding applications.
- Is able to translate Māori knowledge and information into the planning/mainstream framework and vice versa.
- Has a developing knowledge and understanding of the political landscape, relevant legislation and policy that is relevant to projects.
- Has knowledge of research and funding environments.
- Has experience in managing finance, business development and business management.

CULTURAL

- Has a track record of successfully managing programme and initiatives in an iwi, hapū or Māori context;
- Strong networks within MTT 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 Māori 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 MTT and Māori development and an ability to develop solutions to meet those needs.

RELATIONSHIP MANAGEMENT

- Has a particular affinity with rangatahi and kaumātua.
- Personnel management skills, including managing field based staff, who work alone and remotely.
- Is able to interact effectively at all levels within kaupapa, 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 write funding proposals and applications.
- Excellent facilitation skills with the ability to construct and present clear messages to diverse audiences.

OTHER ATTRIBUTES

- Leadership skills and ability to bring a small team together, whilst contributing to the wider MTT Group.
- Has a high level of initiative, accountability and self-responsibility.
- Has an appreciation of the MTT takiwā, Hapū and Tangoio Marae.
- 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 development type experiences within a similar type organisation, with a focus on funding applications.
- Relevant project management qualifications or experience, preferably having led 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 contribute to 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