

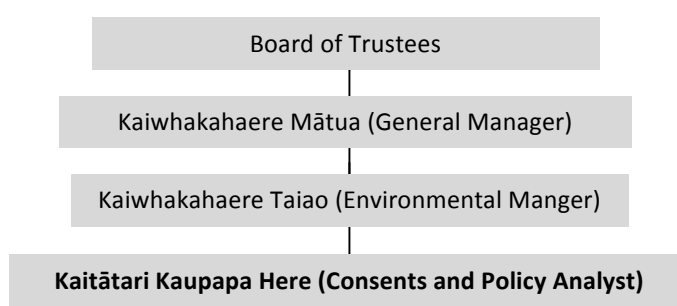
# Maungaharuru-Tangitū Trust



## Position Description

<b>POSITION TITLE</b>	Kaitātari Kaupapa Here (Consents and Policy Analyst)
<b>LOCATION</b>	Ahuriri
<b>DATE</b>	November 2019
<b>REPORTS TO</b>	Kaiwhakahaere Taiao (Environmental Manager)
<b>PURPOSE OF POSITION</b>	<p>The key purpose of this position is to assess external resource consent applications in the takiwā (traditional area) and provide advice to guide the participation of Maungaharuru-Tangitū Trust (MTT) in consent authority processes under the Resource Management Act (RMA) 1991. To contribute to environmental policy and plan processes for MTT. This includes supporting and assisting with the monitoring, compliance, development and implementation of aspects of the Settlement Deed and achievement of specific outcomes in the Strategic and Annual Plans.</p> <p>Additional responsibilities include coordinating and contributing to submission responses to environmental policy, plans and issues from local, regional and central authorities.</p>
<b>OVERVIEW OF ORGANISATION</b>	<p>Maungaharuru-Tangitū Trust (MTT or Trust) represents six 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 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

- General Manager (GM)
- MTT staff
- Kaumātua
- Hapū
- MTT Trustees

#### External

- Government and local government bodies
- Commercial companies
- Specialist groups
- Landowners
- Other iwi and claimants
- Community groups
- Funding bodies
- Consent advisors, developers, planners & engineers

**AUTHORITIES**

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<b>Resource Consents</b> <ul style="list-style-type: none"> <li>• Monitoring and identifying relevant resource consent applications.</li> <li>• Leading the analysis and response to resource consent applications.</li> <li>• Provision of timely analysis to the General Manager.</li> <li>• Responding to resource consent applications in a timely manner.</li> <li>• Formulating submissions and the preparation of hearing evidence if required.</li> <li>• Liaising and negotiating with professional advisors, government officials, stakeholders and consultants.</li> </ul>	<ul style="list-style-type: none"> <li>• Resource consent applications relevant to MTT are identified.</li> <li>• Review and response to resource consent applications are in accordance with MTT values.</li> <li>• Internal reporting of analyses and against goals is timely, clear and relevant.</li> <li>• Internal reporting timeframes are met.</li> <li>• MTT complies with statutory timeframes.</li> <li>• MTT is seen to be responsive and constructive with regard to consent applications.</li> <li>• All submissions are of a high quality and completed within timeframes.</li> <li>• Partnerships and relationships with those listed in the table above are being maintained, nurtured and utilised leading to successful outcomes.</li> </ul>
<b>Environmental Policy and Plans</b> <ul style="list-style-type: none"> <li>• Coordinate and contribute to submission responses to environmental policy, plans and issues from local, regional and central authorities.</li> <li>• Administration of the internal Tracking Tool to coordinate engagement with external parties and submission responses.</li> <li>• Timeliness in provision of analysis to the GM, and response to consultation requests.</li> <li>• Formulating submissions and the preparation of hearing evidence if required.</li> <li>• Effective monitoring and responding to national, regional and local policy and plan development and trends.</li> <li>• Liaising and negotiating with professional advisors, government officials, stakeholders and consultants.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission responses are in accordance with MTT values.</li> <li>• Internal reporting of analyses and against goals is timely, clear and relevant.</li> <li>• Internal reporting timeframes are met.</li> <li>• All submissions are of a high quality and completed within timeframes.</li> <li>• Partnerships and relationships with those listed in the table above are being maintained, nurtured and utilised leading to successful outcomes.</li> </ul>
<b>Relationship Management</b> <ul style="list-style-type: none"> <li>• Support MTT to implement aspects of the Stakeholder Management Plan.</li> <li>• To develop and maintain a wide range of professional networks.</li> <li>• To contribute to the future of environmental management through strategic and policy industry forums and working parties.</li> </ul>	<ul style="list-style-type: none"> <li>• Key relationships with stakeholders are maintained and developed to enhance environmental outcomes for MTT.</li> <li>• MTT is made aware of future changes to regional and district policy and plans.</li> <li>• MTT is made aware of future changes to national policy statement and national environmental standards.</li> <li>• New relationships are established that are beneficial to MTT.</li> <li>• The professionalism of MTT is upheld and acknowledged by third parties through the actions and efforts of this role.</li> <li>• Partnerships and relationships with those listed in the table above are being maintained, nurtured and utilised leading to successful outcomes.</li> </ul>
<b>Other Projects</b> <ul style="list-style-type: none"> <li>• Contribution to other key work programmes and projects as required.</li> <li>• To undertake special projects for the Trust as and when required.</li> <li>• Administrative support for the Taiao</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate support is provided to agreed programmes and projects.</li> <li>• All projects delivered accurately, on time and within budget.</li> </ul>

KEY ACCOUNTABILITY	PERFORMANCE GOALS
Committee as required.	
<p><b>Health and Safety (H&amp;S)/Wellness</b></p> <ul style="list-style-type: none"> <li>Responsible for the maintenance of a safe and healthy work environment for self and others.</li> <li>Understand the importance of Hazard management and work with a proactive mind-set, understanding the importance of avoiding hazards.</li> <li>Administrative support when required for H&amp;S Policy and processes.</li> <li>Comply with and support all H&amp;S policies, guidelines and initiatives.</li> <li>Ensure all hazards are identified, incidents (injuries and near misses) are reported as per policies.</li> <li>Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.</li> <li>Work with a Wellness mind-set, where we are always conscious of the entire person health.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>All workplace accidents and incidents are reported, hazards are identified, and mitigants/remedies are undertaken.</li> <li>Active participation in H&amp;S discussions and necessary training.</li> <li>H&amp;S awareness through the implementation of safe practices.</li> <li>A team culture, supported by processes and practice, that views H&amp;S as a critical element of business as usual.</li> <li>Demonstrates consistent consideration of embracing all elements of Te Whare Tapa Whā.</li> </ul>

## PERSON SPECIFICATION

### TECHNICAL

- Well-developed knowledge of RMA, Local Government Act (LGA) 2002, local and central government policies relating to resource and environmental management.
- Is able to read, analyse and summarise large and complex documents.
- Well-developed writing skills to draft and finalise large and complex documents.
- Is able to translate Māori knowledge and information into the RMA planning framework and vice versa.
- Relevant experience in drafting submissions to local and central government.
- Well-developed analytical and research skills.
- Has a developing knowledge of the MTT Settlement Deed and its implementation.
- Knowledge and application of other statutes relating to the environment.

### CULTURAL

- Networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions.
- Experience incorporating Māori frameworks and methodologies into work practices.
- Is able to demonstrate cultural behavioural competencies and encourages others to do the same.
- Has an interest in Maungaharuru-Tangitū and Kaitiakitanga.

### RELATIONSHIP MANAGEMENT

- Is able to interact effectively at all levels of Māoridom and with key stakeholders.
- Is politically savvy in managing sensitive information and relationships.
- Has an ability to influence others and 'take them with you'.

- Experience in managing contractors.

**COMMUNICATION**

- Has excellent written and oral communication skills, with an ability to relate to a wide range of people.
- 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 takiwā, 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.
- A sound degree of emotional intelligence.
- An ability to model the values and behaviors of Maungaharuru-Tangitū Trust

**QUALIFICATIONS AND EXPERIENCE**

- A minimum of a Bachelor’s degree in natural resource management, urban and resource planning or 5-years relevant work experience.
- Relevant practical experience working with the RMA.
- Competent computer user and sufficient level of understanding and skill in office systems and GIS mapping.
- A competent level of Te Reo Māori and Tikanga is ideal, however not essential.
- 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 contribute to team development and ongoing implementation of strategic goals.
- Ability to travel as required for the job.

**JOB DESCRIPTION CREATED / AMENDED**

Date: November 2019

**SIGNATURES**

On behalf of Maungaharuru-Tangitū Trust: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*