

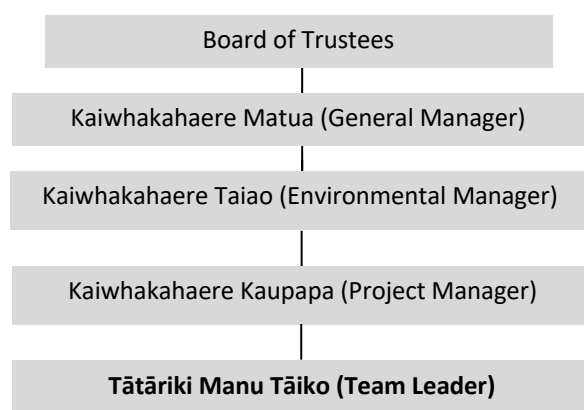
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Tātāriki Manu Tāiko (Team Leader)
LOCATION	Napier
DATE	August 2021
REPORTS TO	Kaiwhakahaere Kaupapa (Project Manager / PM)
HOURS	Full-time position 40 hours per week; Fixed-term for 36 months
PURPOSE OF POSITION	<p>The key purpose of this position is to support the successful delivery of initiatives at the Maungaharuru-Tangitū Trust (MTT or Trust) through the provision of leadership, team management, and fieldwork duties.</p> <p>The Team Leader role is primarily working in the 'He Kāinga Taurikura (Treasured Environment)' and 'Kia Niwha (Strong People)' focus areas, and as required, the 'Kia rīrā te Pā kai ngā rekereke (Strong Culture, Reo & Marae)' focus area of the Trust.</p>
OVERVIEW OF ORGANISATION	<p>Maungaharuru-Tangitū Trust represents hapū of the northern Hawke's Bay region including Ngāti Marangatūhetaua (also known as Ngāti Tū), Ngāti Kurumōkihi, Ngāi Te Ruruku ki Tangoio, Ngāi Tauira, Ngāti Whakaari and Ngāi Tahu (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

Manu Tāiko (MTT Rangers)

RELATIONSHIPS

Internal

- Manu Tāiko (MTT Rangers)

External

- Te Papa Atawhai (DOC), and Hawke's Bay Regional Council

<ul style="list-style-type: none"> • Kaiwhakahaere Kaupapa (Project Manager) • Kaiwhakahaere Taiao (Environmental Manager) • Other MTT staff • Kaiwhakahaere Matua (General Manager) • Board Trustees • Kaumātua • Rangatahi • Hapū • Marae Trustees 	<ul style="list-style-type: none"> • (HBRC) staff • Specialist advisors / trainers • Landowners • Forestry company staff • Other hapū and iwi • Community group members
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AUTHORITIES	
Nil	

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Team Leadership</p> <ul style="list-style-type: none"> • Have a leading role in the implementation of the Kia eke Te Ngarue, kia eke Arapawanui project, and any other projects carried out under the Jobs for Nature Funding Agreement between us and Te Papa Atawhai (Department of Conservation, DOC). • Lead and support the team in delivering the work, including organising logistics such as transport and tools required. • Work with your team to find ways to improve efficiency and effectiveness; engage and motivate the team to succeed. • Actively monitor the work of team members and give feedback on performance. • Identify and mitigate issues/risks, escalate to PM where necessary. Raise team performance issues with PM. • Attend training and wānanga; support other Manu Tāiko in their training. • Ensure Manu Tāiko comply with all applicable laws, regulations, rules and professional codes of conduct or practice, and MTT policies. • Ensure that Manu Tāiko do not enter or work on land not owned by MTT, unless written authorisation of the landowners has been obtained. • Model good team behaviours, consistent with MTT Hapū values. • Undertake other tasks as directed by the PM/GM from time to time as agreed. 	<ul style="list-style-type: none"> • The work of the team is delivered to a high-quality standard and on time. • Workflows are efficiently and effectively managed. • The team is clear about the expectations and feels supported to achieve. • Expertise within the team is managed to good effect. • Strong and active communication is maintained with the Project Manager. • All assigned works run as smoothly as possible, with a 'no surprises' policy and any risks, issues or variations to the work programmes are escalated to the PM as necessary. • Applicable laws, regulations, rules and policies are complied with. • You behave in accordance with MTT Hapū values, you are seen as a team player. • Your tasks are completed to the required standards. • The mauri of Te Ngarue and Arapawanui is enhanced, Project restoration goals are achieved.
<p>Work Planning</p> <ul style="list-style-type: none"> • Assist the PM to plan the work programme. • Analyse and understand tasks, team capability and capacity to decide how work should be delivered. • Prioritise and assign work to individuals, ensuring workloads are managed effectively and safely. 	<ul style="list-style-type: none"> • Work programmes are well planned and realistic. • You understand how the work programme is contributing to wider conservation goals, and working collaboratively with stakeholders including DOC and HBRC.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> Participate in quarterly work-planning hui with stakeholders including DOC and HBRC. Participate in regular Technical Advisory Group hui as required. 	
<p>Reporting</p> <ul style="list-style-type: none"> Monitor work delivery, record progress and Manu Tāiko timesheets, fulfilling the requirements of DOC, in a timely manner. Report to the PM at least weekly. Review the work programme regularly to ensure tasks are being achieved in a timely manner. Respond to any DOC requests for information or documentation in relation to H&S and any other info about the project within timeframe set out in the request. Complete the Wellbeing survey on joining and leaving the Project. Organise other Manu Tāiko employed via the project to do the same. 	<ul style="list-style-type: none"> Requirements for reporting are met. Project Manager is up-to-date on progress, aware of any obstacles to achievement of performance goals. Fieldwork quality and progress is reviewed and assessed. The Funding Agreement is complied with.
<p>Team Capability and Resourcing</p> <ul style="list-style-type: none"> Participate in recruiting Manu Tāiko, including being part of interview panel. Induct Manu Tāiko. Approve timesheets and consider leave requests on behalf of PM. Meet with each individual Manu Tāiko at least monthly; monitor wellbeing, identify capability gaps and aspirations. Inform the Project Manager of any team wellbeing issues. Coach, train and mentor team members to help them to succeed in their work and grow their skills. Support the learning and development of your team by identifying and discussing training requirements with PM. 	<ul style="list-style-type: none"> Six Manu Tāiko are recruited from our Hapū. Manu Tāiko team are suitably trained, have the capability to deliver work plans. Team wellbeing issues are addressed.
<p>Relationship Management</p> <ul style="list-style-type: none"> Build and maintain effective relationships with people in addition to your own team, including hapū members, landowners, DOC & HBRC staff, stakeholders, collaborators, other project team members and vendors. Represent Manu Tāiko and MTT within own area of responsibility. 	<ul style="list-style-type: none"> You have effective relationships with the Manu Tāiko and Project team. Relationships with those listed in the table above are being maintained and nurtured to enhance positive outcomes. You receive positive feedback from stakeholders.
<p>Communications, Hui and Events</p> <ul style="list-style-type: none"> Assist communications by ensuring photos and videos are regularly taken by Manu Tāiko, showcasing their work and our takiwā. Ensure photos and videos are appropriately catalogued and filed, with date, location, names, relevant information. 	<ul style="list-style-type: none"> A good visual record of the project is collected. Whānau are updated regularly and are interested the Project. Whānau enjoy participating in well-run events such as planting days, haerenga.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> • Ensure Manu Tāiko team regularly posts on MTT social media platforms. • Assist PM in organising the logistics of events such as community planting days, Hapū haerenga etc. 	
<p>Maungaharuru-Tangitū Trust Team Role</p> <ul style="list-style-type: none"> • Actively and positively participate as a member of the MTT team. • Adhere to all MTT procedures, policies, guidelines, and standards of integrity and conduct. • Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate the principles into your work. 	<ul style="list-style-type: none"> • Team culture is supportive and trusting. • Financial and HR delegated authority limits are worked within. • MTT procedures, policies, guidelines, and standards of integrity and conduct are complied with.
<p>Health and Safety (H&S) / Wellness</p> <ul style="list-style-type: none"> • Create and contribute to a strong safety culture within the Manu Tāiko team. • Take all practical steps to ensure your own safety and the safety of others. • Understand the importance of Hazard management and avoidance; work with a proactive mind-set. • Comply with and support all MTT H&S policies, guidelines and initiatives, including the Drug and Alcohol Policy. • Comply with the DOC Health and Safety Charter in the Funding Agreement and industry best practice guidelines. • Ensure all hazards are identified, incidents (injuries and near misses) are reported as per policies and requirements in the Funding Agreement. • Report any breaches as soon as they become known. • Work with a Wellness mind-set, where we are always conscious of the entire person 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"> • A team culture, supported by processes and practice, that views H&S as a critical element of business as usual. • Compliance with MTT and DOC's Health and Safety policy, guidelines and initiatives. • All workplace hazards are identified, mitigants/remedies are undertaken. All accidents and incidents are reported. • Active participation in H&S discussions and necessary training. • Team wellbeing is considered. • Demonstrate consistent consideration of embracing all elements of Te Whare Tapa Whā.

PERSON SPECIFICATION

Required:

- Leadership skills and experience.
- Passion for our takiwā, taiao and Hapū development.
- Fit, enthusiastic and capable to fulfil the role description.
- A clean full driver's license.
- Responsible, reliable and self-motivated.
- Comfortable leading and being part of a team.
- Good communication skills, with an ability to relate to a wide range of people.

- At least a basic level of reading/writing/computer skills.
- Ability to understand and carry out responsibilities and basic reporting.
- Fieldwork experience (e.g. planting, weeding, pest control, outdoor practical skills, outdoor health and safety experience).
- An interest in learning and developing skills.
- Is from MTT hapū (includes MTT registered members, partners, parents, whāngai of members).

Desired (but not necessary)

- Conservation knowledge (e.g. plant and animal identification)
- Strong networks within Maungaharuru-Tangitū and knowledge of te reo Māori, tikanga, and kawa.
- Knowledge of the Maungaharuru-Tangitū takiwā.
- Networks with stakeholders such as DOC, HBRC.
- A proven ability to create and maintain relationships beneficial to achieving outcomes.

JOB REQUIREMENTS

- Commitment to being in field locations or Napier office as required.
- Reasonable flexibility around working hours and location.
- Willingness to contribute to team development and delivery of results.

JOB DESCRIPTION CREATED / AMENDED

Date: August 2021

SIGNATURES

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

Employee: _____ Date: _____
Signature