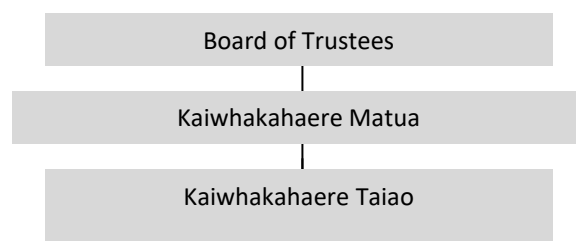


# Maungaharuru-Tangitū Trust

## Position Description

<b>POSITION TITLE</b>	Kaiwhakahaere Taiao / Environmental Manager 1.0 FTE
<b>LOCATION</b>	Ahuriri
<b>TERM</b>	Permanent
<b>DATE</b>	October 2021
<b>REPORTS TO</b>	Kaiwhakahaere Matua (General Manager, GM)
<b>PURPOSE OF POSITION</b>	The key purpose of this position is to develop, implement and manage environmental policy, planning processes and restoration projects for the Maungaharuru-Tangitū Trust. This work includes the implementation of aspects of the Settlement Deed and the Strategic, Annual and Hapū Environmental Plans.
<b>OVERVIEW OF ORGANISATION</b>	<p>The Trust represents a collective of hapū of the northern Hawke’s Bay region including Ngāi Taurira, Ngāi Tahu, Ngāti Whakaari, Ngāi Te Ruruku, 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 future where the Hapū are living their dreams.</p> <p>Our core purpose is “Kia Tipu te Mauri Ora”; we exist to facilitate the holistic growth of our people, culture, economy and environment.</p> <p>A strategic focus area is “He Kāinga Taurikura”; a Treasured Environment. Where the Hapū are caring for and protecting our environment and are expressing their kaitiakitanga – building their understanding, connectedness and involvement with our environment.</p> <p>The guiding principles of the Trust are:</p> <ul style="list-style-type: none"><li>• kia rangatira te tū - disciplined people</li><li>• kia rangatira te whakaaro – disciplined thought</li><li>• kia rangatira te mahi – disciplined action.</li></ul> <p>These principles enable the Trust to do things in a way that ensures efficiency and effectiveness of our effort.</p>

### REPORTING STRUCTURE



### DIRECT REPORTS

Three plus contractors as required in projects.

### RELATIONSHIPS

#### Internal

- Kaiwhakahaere Matua
- Board of Trustees
- Kāhui Kaumātua

#### External

- Central and local government
- Commercial companies
- Specialist groups

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| <ul style="list-style-type: none"> <li>• Hapū</li> <li>• Trust staff</li> </ul> | <ul style="list-style-type: none"> <li>• Other hapū and iwi including other post settlement governance entities</li> <li>• Community groups</li> <li>• Funding bodies</li> <li>• Advisors</li> </ul> |
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## AUTHORITIES

Nil

KEY ACCOUNTABILITIES	PERFORMANCE GOALS
<p><b>Environmental Policy Development and Programme Management</b></p> <ul style="list-style-type: none"> <li>• Provide timely and accurate risks and opportunities analysis to the General Manager.</li> <li>• Coordinate the development of the Hapū Environmental Management Plan (HEMP).</li> <li>• Implement the HEMP.</li> <li>• Design and implement environmental policies and processes.</li> <li>• Develop and implement Te Kawenata framework agreed with the Department of Conservation (DOC).</li> <li>• Lead projects including: <ul style="list-style-type: none"> <li>○ Kia eke Te Ngarue, Kia eke Arapawanui (funded by DOC's Kaimahi for Nature)</li> <li>○ Kotahi Plan (Hawke's Bay Regional Council's regional resource management plan including freshwater management as it relates to the takiwā of the Hapū)</li> <li>○ Poutiri Ao ō Tāne (collaborative restoration project with DOC)</li> <li>○ Te Waiū o Tūtira (collaborative restoration project at Tūtira)</li> <li>○ Coastal Hazards</li> <li>○ Monitoring third party developments</li> </ul> </li> <li>• Manage litigation.</li> <li>• Identify and successfully apply for project funding.</li> <li>• Implement a cost recovery policy for advice provided by the Trust to local, regional and central agencies as well as developers.</li> <li>• Leadership role in submissions to local, regional and central government on various environmental and representation issues. Overall responsibility for further project planning including resource requirements, timelines, key milestone achievements.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued risks and opportunities reporting presented to the GM in a timely manner.</li> <li>• Completion and approval of the HEMP within agreed timeframes.</li> <li>• Te Kawenata Framework is agreed with DOC.</li> <li>• Appropriate support is provided to agreed projects.</li> <li>• Reporting against goals is timely, clear and relevant.</li> <li>• Successful negotiation with external providers.</li> <li>• External funding is secured for Trust projects and cost recovery achieved for advice to local, regional, central agencies as well as developers .</li> <li>• The Trust complies with relevant statutory requirements.</li> <li>• Planning frameworks and timeframes are met.</li> <li>• The Trust is seen to be responsive and constructive in all matters, including contribution to local, regional and national environmental policy.</li> <li>• All submissions are of a high quality and completed within timeframes.</li> <li>• Partnerships and relationships are nurtured and utilised leading to successful outcomes for both parties.</li> <li>• Consent effects are identified, mitigated and managed.</li> <li>• Litigation is managed to optimise successful outcomes.</li> </ul>
<p><b>Project Management</b></p>	<ul style="list-style-type: none"> <li>• Operational plans are developed and approved.</li> </ul>

KEY ACCOUNTABILITIES	PERFORMANCE GOALS
<ul style="list-style-type: none"> <li>To manage or oversee key projects, as agreed with the Kaiwhakahaere Matua with the ability to apply the concepts and practices of planning, organising and allocating resources to deliver objectives for a defined project.</li> <li>Track project deliverables using appropriate tools.</li> <li>Identify, and if required, source funding for project initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>All key milestones, including reporting for assigned projects are met and monitored.</li> <li>All projects are managed on time and within budget.</li> <li>Projects are of a high quality standard.</li> <li>All assigned projects run as smoothly as possible, with a 'no surprises' policy and any issues are escalated to the GM as necessary.</li> <li>Any variations to project plans are communicated and documented.</li> <li>Once a project is completed it is reviewed and assessed.</li> <li>Funding sources identified and meetings held to secure resource development and funding.</li> <li>Support and communications for Hapū and kaumātua as required e.g. Hui ā-Hapū, presentations to Kāhui Kaumātua, pānui.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>To ensure that key stakeholder relationships are developed, enhanced and maintained.</li> <li>To develop and maintain a wide range of professional networks which can maximise benefits to the Trust.</li> <li>To contribute to the future of environmental management through strategic and policy forums and working parties.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships with key stakeholders are maintained and developed to enhance environmental outcomes for the Hapū.</li> <li>The Trust is involved in, and aware of, future developments within the environmental sector to make strategic decisions.</li> <li>New relationships beneficial to the Trust are established.</li> <li>The professionalism of the Trust is upheld and acknowledged by third parties through the actions and efforts of the Kaiwhakahaere Taiao and the Taiao team.</li> </ul>
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Responsibility for a safe and healthy work environment for self and others.</li> <li>Complies with all H&amp;S policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>All workplace incidents are reported, and remedies are undertaken.</li> <li>Active participation in H&amp;S discussions and any necessary training.</li> <li>An active display of a positive H&amp;S attitude and MTT culture.</li> </ul>

## IDEAL PERSON SPECIFICATION

Date: October 2021

### SPECIFIC SKILLS AND ABILITIES

- Proven leadership ability
- Strong interpersonal skills and excellent communication skills
- Developed self-awareness
- Project management skills and experience
- Strong practical understanding of the Māori environmental sector and contemporary issues
- A high level of proficiency in Te Reo Māori
- Highly developed analytical and research skills
- High level of computer literacy.

### EXPERIENCE/KNOWLEDGE

- At least 6 years of experience in a relevant area e.g. environmental science, resource management, planning, mātauranga Māori
- Ability to translate mātauranga Māori world view into mainstream planning framework and vice versa
- A sound knowledge and application of tikanga Māori
- Project management experience leading projects from inception to completion
- Sound knowledge and application of the RMA, Local Government Act, Fisheries (Kaimoana Customary Fishing) Regulations 1998 and other statutes relating to the environment

- Experience in interpretation and application of legislation
- High level relationship management skills and experience
- Proven ability to work successfully with whānau, hapū, marae, iwi and Māori land owners as well as local, regional and central government.

**PERSONAL ATTRIBUTES**

- High level of political and business acumen, emotional intelligence, tact and diplomacy
- Proven leadership skills
- High level of initiative, accountability and self-responsibility
- An appreciation of the takiwā of the Hapū, including environmental issues
- Is a team player
- Is self-motivated and directed
- Flexible and willing to commit to the delivery of outcomes
- Has a sense of humor
- Is able to work well under pressure
- Has a passion for Te Taiao and other related issues.

**QUALIFICATIONS**

- Relevant post-graduate tertiary qualification
- Clean driver's licence.

**JOB REQUIREMENTS**

- Commitment to being in the Ahuriri office as required
- Flexibility around working hours and location
- Willingness and aptitude to contribute to developing the Taiao team
- Ability to travel as required for the job.