

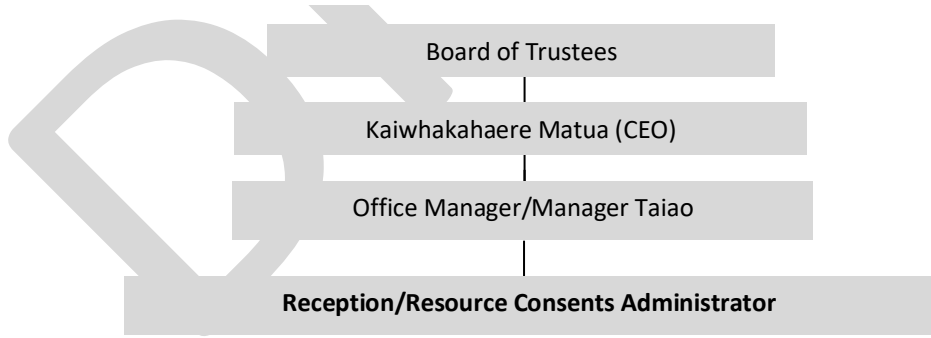
# Maungaharuru-Tangitū Trust

## Position Description



<b>POSITION TITLE</b>	Reception/Resource Consents Administrator
<b>LOCATION</b>	Napier
<b>DATE</b>	February 2023
<b>REPORTS TO</b>	Kaiwhakahaere Taiao (Environmental Manager / EM);
<b>HOURS</b>	37.5 hours per week; Permanent
<b>PURPOSE OF POSITION</b>	<p>The key purpose of this position is to provide support to the Maungaharuru-Tangitū Trust (MTT or Trust) through the provision of reception and other frontline duties and administration services to MTT.</p> <p>A key aspect is to administer the receipt, recording and processing of external resource consent applications and requests for cultural impact assessments in the takiwā (traditional area) of Maungaharuru ki Tangitū received from developers, local and central government agencies, consenting authorities and other organisations.</p>
<b>OVERVIEW OF ORGANISATION</b>	<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 Tauria, 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

Nil

### RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"><li>Taiao Team</li><li>Other MTT staff</li><li>CEO</li><li>Board Trustees</li><li>Kaumātua</li><li>Rangatahi</li></ul>	<ul style="list-style-type: none"><li>Central and local government organisations (e.g. Te Papa Atawhai (DOC), Hawke's Bay Regional Council (HBRC), Hastings DC, Napier CC)</li><li>Specialist advisors</li><li>Landowners</li><li>Other hapū and iwi</li></ul>

- Hapū
- Marae Trustees
- Marae Development Committee

#### AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p><b>Reception and administration</b> Overall responsibility for the front desk reception and general administration tasks within the MTT office, including:</p> <ul style="list-style-type: none"> <li>• Represent Maungaharuru Tangitū as the first point of contact at the front desk of the offices of Maungaharuru Tangitū Trust, receiving guests and visitors by greeting and welcoming them and directing them to the right person;</li> <li>• Provide customer support by answering phones and replying to emails in a timely manner;</li> <li>• Sorting and distributing incoming and outgoing mail.</li> <li>• Preparing meeting and training rooms and providing refreshments as required</li> <li>• Ensure the smooth running of the office by maintaining the office and keeping all the office equipment in check</li> <li>• Ordering any necessary office supplies as required;</li> <li>• Manage calendars by scheduling important meetings, arranging travel and accommodation etc;</li> <li>• Perform other clerical receptionist duties such as photocopying, transcribing, filing, keeping records of office expenses, sorting and distributing paperwork;</li> <li>• Interact with colleagues to resolve important administrative matters and any associated enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Front reception area is welcoming, with guests and visitors being greeted appropriately and directed as required.</li> <li>• Phones are answered and emails replied to in a timely manner.</li> <li>• Incoming and outgoing mail is appropriately sorted, distributed and actioned.</li> <li>• Meeting rooms are appropriately prepared with refreshment supplied as required.</li> <li>• Office supplies are monitored and ordered as required to ensure the smooth running of the MTT office.</li> <li>• Meetings are scheduled and arranged as required, along with any necessary travel and accommodation.</li> <li>• Other clerical duties are undertaken as required and/or requested, such as photocopying, transcribing, filing, record keeping and sorting and distributing of paperwork .</li> <li>• Positive interaction is maintained at all times with colleagues to ensure administrative matters and any queries are resolved quickly.</li> </ul>
<p><b>Resource Consents Administrator</b></p> <ul style="list-style-type: none"> <li>• Receive, monitor and record all potential developments and resource consent applications within the Maungaharuru Tangitū takiwā received from developers, consenting authorities and any other applicants</li> <li>• Acknowledge receipt of all consent applications and requests for cultural impact assessments and provide timely responses</li> <li>• Note timeframes for receipt of development proposals, resource consents and cultural impact assessments and ensure timely responses from MTT to the developers, applicants or associated consenting</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and comprehensive record is maintained of all resource consent applications and requests for cultural impact assessments received by MTT from developers, consenting authorities and other applicants.</li> <li>• Acknowledgements are timely of receipt of all resource consent applications and requests for cultural impact assessments received by MTT.</li> <li>• Resource consents and requests for cultural impact assessments relevant to MTT are identified and</li> </ul>

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>authorities</p> <ul style="list-style-type: none"> <li>Review all resource consents and cultural impact assessments, categorising them into responding to Stage I, II and III categories as appropriate</li> <li>Respond to Stage I categories, referring Stage II and others on to the Consent and Policy Analysts or such other officers as is appropriate</li> </ul>	<p>actioned as appropriate.</p> <ul style="list-style-type: none"> <li>Resource consents and cultural impact assessments are appropriately and accurately categorised into Stage I, Stage II and Stage III and referred for further action in a timely manner.</li> </ul>
<p><b>Recordkeeping and reporting</b></p> <ul style="list-style-type: none"> <li>Input into and maintain good recordkeeping through the MTT Tracking Tool/data spreadsheets identifying new and ongoing developments, resource consents and cultural impact assessments as notified by developers, local and central consenting authorities</li> <li>Prepare and provide regular quarterly reports with new, ongoing and completed developments, resource consents and cultural impact assessments within the takiwā for each quarter</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive, accurate and up-to-date record is available of all new and ongoing developments, resource consents and cultural impact assessments</li> <li>Detailed analysis is available of all new and ongoing developments, resource consents and cultural impact assessments within the Maungaharuru Tangitū takiwā</li> <li>Internal reporting is timely, clear and accurate</li> <li>Quarterly reports are prepared within agreed timeframes</li> </ul>
<p><b>Maungaharuru-Tangitū Trust Team Role</b></p> <ul style="list-style-type: none"> <li>Actively and positively participate as a member of the team.</li> <li>Proactively look for opportunities to improve the operations of MTT.</li> <li>Perform any other duties as needed by MTT.</li> <li>Adhere to all MTT procedures, policies, guidelines, and standards of integrity and conduct.</li> <li>Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate the principles into your work.</li> </ul>	<ul style="list-style-type: none"> <li>Build and maintain a supportive, trusting team culture that supports learning, collaboration and high performance.</li> <li>Maintain effective team communication and management processes to ensure efficiency of delivery and team coherence, including information sharing and document management processes.</li> <li>Financial and HR delegated authority limits are worked within.</li> <li>MTT procedures, policies, guidelines, and standards of integrity and conduct are complied with.</li> </ul>
<p><b>Health and Safety (H&amp;S) / Wellness</b></p> <ul style="list-style-type: none"> <li>Contribute to a strong safety culture within the MTT Taiao and MTT team.</li> <li>Take all practical steps to ensure your own safety and the safety of others.</li> <li>Comply with and support all H &amp; S policies, guidelines and initiatives.</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>A team culture, supported by processes and practice, that views H&amp;S as a critical element of business as usual.</li> <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>Team wellbeing issues are addressed.</li> <li>Demonstrate consistent consideration of embracing all elements of Te Whare Tapa Whā.</li> </ul>

## PERSON SPECIFICATION

### TECHNICAL

#### **Required:**

- Strong reception and administration skills with a practical approach and experience in maintaining the smooth operation of the front office
- Strong communication skills with polite telephone manner
- Good time management skills with ability to multi-task and prioritise, showing initiative and strong problem solving skills
- Proficient technical and computer skills and experience with Microsoft Office Suite (Word, Excel, Outlook, etc)
- Hands on experience with office equipment such as printers, laptops, phones.
- Reliable and dependable

#### **Desired (but not essential):**

- Knowledge of and experience working with resource management matters on behalf of marae and/or other entities or local authorities
- Experience with data input and analysis

### CULTURAL

#### **Required:**

- Reasonable knowledge of Te Reo Māori with good Māori pronunciation skills
- Good understanding of the hapū and whanau of Maungaharuru Tangitū and Tangoio Marae
- Is able to demonstrate cultural behavioural competencies

#### **Desired (but not necessary):**

- Strong networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions.
- Ability to kōrero te reo Māori, understand and apply tikanga to work and experience incorporating Maori frameworks and methodologies into work practices.
- Has a strong interest in Maungaharuru-Tangitū and Māori development

### OTHER ATTRIBUTES

- Passion for our takiwā, taiao and Hapū development.
- An ability to model the values and behaviours of Maungaharuru-Tangitū Trust.
- 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, and also comfortable working alone.
- 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.
- Is from MTT hapū (includes MTT registered members, partners, parents, whāngai of members.)

### QUALIFICATIONS AND EXPERIENCE

- A clean full driver's license.

### JOB REQUIREMENTS

- Commitment to being in Napier office as required.
- Reasonable flexibility around working hours where necessary.
- Willingness and aptitude to contribute to the team development and ongoing implementation of strategic goals.

**JOB DESCRIPTION CREATED / AMENDED**

Date: November 2022

**SIGNATURES**

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

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

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