

Maungaharuru Tangitū Trust

Position Description

Our Vision

“Puāwaitanga o te Puawānanga, a future where the Hapū are living their dreams.”

POSITION TITLE	Kaiwhakahaere Taiao – Environmental Manager
DATE	March 2022
LOCATION	Ahuriri. The position will require travel and attendance at hui outside normal working hours.
TERM	Permanent Full-time, 40 hours/week
REPORTS TO	Kaiwhakahaere Matua
IMPACT DIMENSIONS:	<p>The key purpose of this position is to lead, manage and promote environmental programmes on behalf of the Hapū of Maungaharuru Tangitū Trust (the Trust) by overseeing the performance, development, implementation, and monitoring of the strategic focus area: He Kāinga Taurikura – a Treasured Environment, where the Hapū are expressing their Kaitiakitanga and strengthening their understanding, connectedness, and involvement with our environment.</p> <p>This role supports the Taiao team to develop, implement and manage environmental policy, planning processes, cultural monitoring, restoration projects, consent applications relevant to our takiwā and includes the implementation of aspects of the Settlement Deed.</p>
MAUNGAHARURU TANGITŪ TRUST	<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). 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>The Trust’s core purpose is “Kia Tipu te Mauri Ora, we exist to facilitate the holistic growth of our people, culture, economy and environment”.</p>



Values Driven – Outcomes Focused

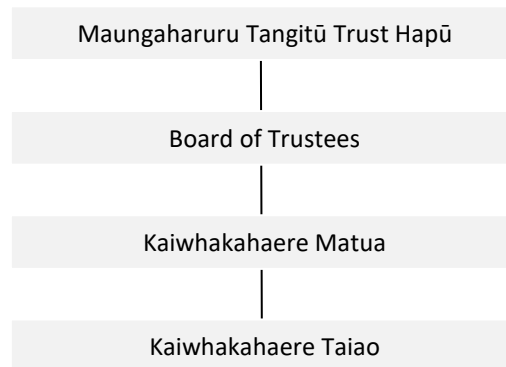
TRUST'S VALUES DELIVERY	OUTCOMES
Exemplify and promote the following values:	
Pūmau te wairua: (Spiritually strong) means we understand, appreciate, and apply our spiritual beliefs.	Trust values and behaviours are role modelled and incorporated into daily work practices.
Whai Hua: (Progressive) means a commitment to continuous improvement. This is reflected through a series of values including: innovation, ambition, and discipline.	Trust values are demonstrated and consistently practiced within the organisation and through all external relationships.
Tuakiri Motuhake: (Strong Identity) acknowledges the importance of our cultural identity as a source of pride, uniqueness, and connection with each other. This value promotes the practice, learning and application of our culture. Strong identity brings a sense of belonging and confidence.	Trust values are demonstrated and consistently practiced within the organisation and through all external relationships.
Oranga Ngākau: (Wellbeing) represents a focus on the holistic nature and wellbeing of our people, Hapū and organisation. This value promotes a balanced approach to development and acknowledges the interconnectedness of our world.	A culture of values driven behaviour and alignment with Trust goals is promoted and affirmed amongst all kaimahi and whānau through your practice, leadership, and support of the Kaiwhakahaere Matua.
Whanaungatanga: (Family) represents a set of values including Manaakitanga, Aroha, Tauutuutu and Whakapapa (Caring, Love, Reciprocity and Connectedness). We believe whanaungatanga fosters connections and relationships.	
Te Piri Ngātahi: (Unity) means working together for our greater good. Unity provides greater strength and enables us to overcome challenges and achieve our future dreams together.	

Principles Driven – Outcomes Focused

TRUST'S GUIDING PRINCIPLES DELIVERY	OUTCOMES
Exemplify and promote the following principles:	
Kia rangatira te tū: disciplined people	Trust principles and behaviours are role modelled and incorporated into daily work practices.
Kia rangatira te whakaaro: disciplined thought	Trust principles are demonstrated and consistently practiced within the organisation and through all external relationships.
Kia rangatira te mahi – disciplined action.	Alignment with Trust principles is promoted and affirmed amongst all kaimahi and whānau through your practice, leadership, and support of the Kaiwhakahaere Matua.



REPORTING STRUCTURE



DIRECT REPORTS

Two PTE plus contractors as required.

KEY RELATIONSHIPS

Internal

- Kaiwhakahaere Matua
- Taiao team and other kaimahi of the Trust
- Kāhui Kaumātua
- Hapū and whānau, Tangoio Marae Trustees

External

- Central and local government (including the Regional Planning Committee of the Hawke's Bay Regional Council)
- External contractors
- Other hapū/iwi including other post settlement governance entities
- Community groups including Catchment Groups
- Funding bodies
- Advisors including legal counsel
- Commercial companies

AUTHORITIES

Budgetary authority for:

- He Kāinga Taurikura budgeted programmes and this is subject to annual review or review by mutual consent with the Kaiwhakahaere Matua.

KEY ACCOUNTABILITIES

Leadership and Management

- Lead, represent and promote Taiao related kaupapa that contribute to and help achieve the Trust's strategic focus area He Kāinga Taurikura and in dealings with central and local government, other hapū/iwi including other post settlement governance entities, business and community organisations.
- Overall leadership and responsibility for the Trust's Taiao related projects including sourcing funding, development, and execution of SMART objectives to deliver on the Trust's performance measures.

PERFORMANCE GOALS

- Leadership support is provided to the Taiao team and contractors when necessary.
- High-quality operational plans are developed, approved, managed, and completed on time and within budget.
- All projects run as smoothly as possible, with a 'no surprises' approach, any issues are escalated to the Kaiwhakahaere Matua as necessary.
- Contracts for advisors and contractors are implemented and managed to assist with achieving the Trust's strategic outcomes.



KEY ACCOUNTABILITIES

- Oversee management and where necessary lead the following Business as Usual (BAU) and key projects (as agreed with the Kaiwhakahaere Matua): *(note this is not an exhaustive list of the Taiao work programme).*
 - Finalise the Hapū Environmental Management Plan (HEMP) and Hapū position statements on kaupapa of strategic importance
 - Resource Consents (BAU)
 - Cultural Impact Assessment Reports (BAU)
 - MACA, Marine and Coastal Area (Takutai Moana) high court litigation
 - He Kāinga Taurikura o Tangitū Project (funded by the Sustainable Seas National Science Challenge)
 - Manu Taikō – Kia eke te Ngarue! Kia eke Arapawanui (funded by DOC's Kaimahi for Nature)
 - Wāhi Taonga
 - Kotahi Plan – as it relates to the takiwā of the Hapū (HBRC integrated 'one' plan, while also giving effect to National Policy statements i.e., NPS-FM 2020 and Te Mana o Te Wai)

Planning and Policy

- Develop and implement a cost recovery policy for services and advice provided by the Trust to local, regional, and central agencies as well as developers.
- Design and implement environmental policies and processes, including collating environmental performance data and reporting information to internal staff, Hapū and other organisations.
- Design and implement a cohesive mai Maungaharuru ki Tangitū cultural monitoring and action plan.
- Develop and implement Taiao project 'opportunities assessment', monitoring and review tools.
- Participate in inter-agency environmental planning and policy initiatives by providing input at meetings, hui, wānanga when required.
- Where necessary input and monitor the following kaupapa:
 - The Clifton to Tangoio Coastal Hazard Strategy (shared local government approach)

PERFORMANCE GOALS

- External funding is secured for Trust projects and cost recovery achieved for advice to local, regional, central agencies as well as developers.
- Any variations to projects and contracts are communicated and documented.
- New Taiao project opportunities have been prioritised and assessed prior to submitting to the Kaiwhakahaere Matua.
- Projects are monitored and reviewed on completion.
- The HEMP is implemented, reviewed, and monitored.
- High-quality completion of Hapū position statements on kaupapa of strategic importance.
- The Trust's submissions and cultural impact assessments are accurate, of a high quality and completed within timeframes.
- Consent effects are identified, mitigated, and if granted monitored.
- The Trust complies with relevant statutory requirements.
- Litigation is managed within agreed budget to optimise successful outcomes.
- The Trust is responsive and constructive in all matters, including contribution to local, regional, and national environmental policy.
- Te Kawenata Framework is agreed with DOC.
- Effective and efficient environmental policies, processes and performance data and reporting information are implemented, reviewed, and monitored.
- The Trust provides advice and support to Hapū and their ongoing responsibility as kaitiaki.



KEY ACCOUNTABILITIES	PERFORMANCE GOALS
<ul style="list-style-type: none"> ○ Poutiri Ao ō Tāne (collaborative restoration project with DOC) ○ Te Waiū o Tūtira (collaborative restoration project at Tūtira) ○ Monitoring and where necessary provide support to effectively uphold consent conditions ○ Monitoring third party developments ● Develop and implement Te Kawenata framework agreed with the Department of Conservation (DOC). 	
<p>Relationship Management</p> <ul style="list-style-type: none"> ● To maintain and where necessary develop positive professional relationships internally and externally (particularly with key stakeholders). ● Promote positive and effective working relationships within the Taiao team, Kaiwhakahaere Matua, Kāhui Kaumātua ● Invest in and maintain effective relationships with Hapū and Tangoio marae. ● To contribute to the future of environmental management through strategic and policy forums and working parties. 	<ul style="list-style-type: none"> ● Relationships with key stakeholders are maintained and developed to enhance environmental outcomes for the Hapū. ● The Trust is involved in, and aware of, future developments within the environmental sector to make strategic decisions. ● New relationships beneficial to the Trust are established. ● 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.
<p>Organisational Support</p> <ul style="list-style-type: none"> ● Assist the Kaiwhakahaere Matua to set and monitor progress on achievement of monitoring against the Trust’s strategic outcome statements and performance measures, ensuring alignment with the Trust’s strategic focus area: He Kāinga Taurikura. ● Provide timely and effective advice, accurate issues and opportunities analysis to the Kaiwhakahaere Matua on environmental matters. ● Provide regular reporting to the Kaiwhakahaere Matua as required, updating, and advising on work of the Taiao work area and performance relating to agreed performance measures. ● Behave consistently with the Trust’s Vision, Core Purpose and Values. ● Provide timely and appropriate Taiao communications in alignment with the Trust’s communications manager. ● Devising the best tools and systems to monitor performance and to implement strategies to improve systems, processes, and work practices both within your own position and the organisation. 	<ul style="list-style-type: none"> ● Reporting and monitoring of progress on the achievement of the Trust’s strategic outcome statements and performance measures is timely, clear, and relevant. ● Timely and appropriate Taiao communications in alignment with the Trust’s communication manager is provided to Hapū and kaumātua as required e.g. pānui, videos, Hui ā-Hapū, presentations to Kāhui Kaumātua. ● Best practice tools and systems are implemented. ● Demonstrate a range of skills, knowledge and attitudes that contribute positively to the Trust’s Vision and Core Purpose. ● Actively participate in performance management strategies that align with the goals and strategic direction of the Trust. ● Opportunities and issues, finding solutions ‘to make things happen’ have been presented to the Kaiwhakahaere Matua in a timely manner.
<p>Health and Safety</p>	



KEY ACCOUNTABILITIES	PERFORMANCE GOALS
<ul style="list-style-type: none"> Responsibility for a safe and healthy work environment for self and others. Adhere to and actively promote Health and Safety policies, procedures and standards and ensure the Taiao team, advisers and contractors do the same. 	<ul style="list-style-type: none"> Commit to ensure that all practicable steps are taken to guarantee the health and safety of themselves and others in the workplace. All workplace incidents are reported, and remedies are undertaken. Active participation in H&S discussions and any necessary training. An active display of a positive H&S attitude.

The information provided in this document is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the Kaiwhakahaere Matua.

IDEAL PERSON SPECIFICATION

QUALIFICATIONS

Essential:

- Degree or equivalent with at least 8 plus years of policy, planning, management, ecological practice/experience, mātauranga Māori.
- Clean driver's licence.

EXPERIENCE

Senior level experience in:

- High level relationship management skills and experience.
- Proven ability to work successfully with whānau, hapū, iwi, marae and Māori landowners as well as local and central government officials.
- Ability to translate mātauranga Māori world view into mainstream planning framework and vice versa
- A sound knowledge and application of tikanga Māori
- Sound knowledge and application of the RMA, Local Government Act, Fisheries (Kaimoana Customary Fishing) Regulations 1998 and other statutes relating to the environment.
- Project management experience leading projects from inception to completion.
- Financial/budget management experience.
- Experience in the review, preparation, administration, and monitoring of local government plans.
- Experience in interpretation and application of legislation.

Desirable:

- An intermediate to high level of proficiency in Te Reo Māori.

ROLE SPECIFIC COMPETENCIES

- Proven leadership ability and organisational skills with the aptitude to adapt quickly to changing priorities and assignments.
- Ability to analyse, draft, and communicate complex regulatory concepts to the Hapū.
- Strong interpersonal skills.
- Initiative and commitment to continuous improvement.
- Strong practical understanding of the Māori environmental sector and contemporary issues.
- Highly developed analytical and research skills.
- High level of computer literacy.
- Willingness and aptitude to contribute to developing the Taiao team.
- An appreciation of the takiwā of the Hapū, including environmental issues



IDEAL PERSON SPECIFICATION

PERSONAL ATTRIBUTES

- High level of political and business acumen, emotional intelligence, tact and diplomacy
- High level of initiative, accountability and self-responsibility.
- Is a proven team leader.
- 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.

JOB REQUIREMENTS

- Commitment to being in the Ahuriri office as required.
- Flexibility around working hours and location within Ahuriri.
- Ability to travel as required for the job and attendance at hui outside normal working hours.

SIGNATURES

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

Employee: _____ Date: _____
Signature

JOB DESCRIPTION AMENDED

Date: March 2022

