



**Ngāti Rangī Trust ('the Trust')**  
Pou Taiao

**Position Description**

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<b>Position Title:</b>	<b>Pou Taiao – Environmental Manager</b>
<b>Responsible to:</b>	Pou Arahi – General Manager
<b>Location:</b>	Ngāti Rangī Office, 1 Ohakune Mountain Road, Ohakune
<b>Term:</b>	Permanent, Full-time
<b>Position Purpose:</b>	<ul style="list-style-type: none"><li>➤ To manage all facets of the environmental portfolio and Ngāti Rangī environmental aspirations in alignment with the Trust Strategic and Annual Management Plans, through:</li><li>➤ Exemplifying the values of the Ngāti Rangī Trust</li><li>➤ Managing strategic relationship agreements and associated projects; and</li><li>➤ Management of the environmental operations, business functions, capacity building, and human resource.</li></ul>

**KEY TASK AREAS**

The position of **Pou Taiao** encompasses the following:

Exemplify the values of Ngāti Rangī Trust

In all of our activities we seek to realise , and encourage others to demonstrate our identified values -

- **Kia rapua i te MEA NGARO TO UNLEASH POTENTIAL**
- **Kia ū ki ngā TIKANGA TO BE DUTY BOUND**
- **Kia tika tō TŪRANGAWAEWAE TO BE ACCOUNTABLE**
- **Kia mau ki te MANAAKITANGA TO CARE WHOLEHEARTEDLY**
- **Kia MANA ai ngā mahi TO ACT WITH HONOUR**

**Key Result Areas:**

Key Responsibilities	Expected Results	Means
<p>➤ <b>Strategic Relationships and Project Management</b></p> <p style="text-align: center;"><b>65%</b></p>	<ul style="list-style-type: none"> <li>➤ Provide advice to the Trust on existing strategic relationships; and</li> <li>➤ Grow strategic relationships for Ngāti Rangi.</li> <li>➤ Provide ongoing and regular communication (verbal and written) with key stakeholders including public and private groups and organisations.</li> <li>➤ Foster current and potential conservation and environmental focused partnerships.</li> <li>➤ Monitor relationship agreements and MOUs to ensure open and transparent reporting on objectives and outcomes.</li> <li>➤ Ensure key stakeholder enquiries are responded to in a timely manner.</li> <li>➤ Provide advice to the Trust on existing and potential strategic relationships.</li> <li>➤ Plan, implement and manage strategic environment-related projects in partnership with key stakeholders, including but not limited to TB Free, RAL Relicense and the Treaty of Waitangi.</li> </ul>	<p>Managed and risks identified in a timely fashion.</p> <p>Managed and risks identified in a timely fashion.</p>
<p>➤ <b>Management of the environmental operations, business functions and human resource.</b></p> <p style="text-align: center;"><b>25%</b></p>	<ul style="list-style-type: none"> <li>➤ Oversight of the Trust’s regulatory functions including the Resource Management Act (RMA) applications and Department of Conservation (DOC) permits</li> <li>➤ Oversight of the Trust’s operational conservation projects and relationships</li> <li>➤ Provide support and technical advice to the Trust and environmental team, including the Nga Pou Taiao forum</li> <li>➤ Provide oral and written communications, including internal and contract reporting.</li> </ul>	<p>Processed and responded to in an appropriate and timely manner.</p> <p>Managed and agreed outcomes met in a timely manner and within budget.</p> <p>Provision of appropriate information and formal reporting as required, within set timeframes.</p>

	<ul style="list-style-type: none"> <li>➤ Drive the environmental team workplan to achieve agreed outcomes.</li> <li>➤ Contractual agreement funding is secured and accessed.</li> <li>➤ Lead and develop staff.</li> </ul>	<p>Outcomes met in a timely manner and within budget.</p> <p>Invoicing completed in a timely manner and within budget.</p> <p>Provide leadership, mentoring, coaching and managerial support to direct reports.</p> <p>Ensure that any performance management, counselling and disciplinary issues are addressed.</p> <p>Ensure that appropriate staff presentation, behaviour, customer service and protocol is maintained by all direct reports at all times.</p> <p>Ensure completion of development and review processes to track and measure work performance against agreed goals, targets and competencies.</p> <p>Ensure that suitably qualified people are employed and supported in their professional development to meet organisational objectives.</p>
<ul style="list-style-type: none"> <li>➤ <b>Health and Safety</b></li> </ul> <p style="text-align: center;"><b>10%</b></p>	<ul style="list-style-type: none"> <li>➤ Utilise the Trust’s Health and Safety Management system within the workplace; including but not limited to:</li> <li>➤ Comply with the Trust’s Health and Safety Management system, including statutory obligations, within the workplace.</li> <li>➤ Promote a positive health and safety culture in the workplace.</li> </ul>	<p>Identification and management of hazards.</p> <p>Ensure use of appropriate tools, equipment and Personal Protective Equipment (PPE) to do the job(s) required.</p> <p>Ensure team members and project participants have necessary PPE, are competent and in a fit state to do the work they are asked to do.</p> <p>Initiate actions to prevent the occurrence of non-conformities in processes or systems.</p> <p>Verify and confirm the effective implementation of said solutions.</p>
<p><b>Additional Duties</b></p>	<p>Carry out any other duties that can reasonably be requested from time to time within the framework of this position, and the skills, training and experience of the incumbent.</p>	

## POSITION SPECIFICATION

### Key Working Relationships

#### Internal:

- Ngāti Rangi Trust
- Ngāti Rangi Marae/ Hapū/ Iwi
- Te Kāhui o Paerangi (Ngāti Rangi runanga)
- Te Tōtarahoe o Paerangi (Trust Governance)
- Ngā Pou Taiao Environmental Forum

#### External:

- Horizons Regional Council
- Ruapehu District Council
- Department of Conservation
- Ruapehu Alpine Lifts Ltd (RAL)
- Winstone Pulp International (WPI)
- GNS
- TB Free NZ
- New Zealand Defence Force
- Te Ranga Tupua
- Kāhui Maunga Collective
- Kahui Legal
- Massey University (Scientific and Environment)

### Key Skills/Knowledge/Position Specific/Competencies

<b>Advanced</b>	<ul style="list-style-type: none"> <li>– Significant, relevant (environmental) management experience at a senior level</li> <li>– Relevant graduate qualification</li> <li>– Critical analysis</li> <li>– Negotiation skills</li> <li>– Organisational skills</li> <li>– Experienced in planning processes, e.g. the RMA</li> <li>– Understanding principles of the Treaty of Waitangi</li> <li>– Excellent facilitation, written and oral communication skills.</li> <li>– Technically competent and articulate on hapū/iwi environmental matters when dealing with the Trust and stakeholders</li> <li>– An understanding of and the ability to effectively operate in a Māori iwi, whānau and marae environment</li> <li>– Proven leadership and staff management skills.</li> <li>– Proven experience in the management of and utilisation of a compliant Health and Safety Management system</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>– Knowledge of Ngāti Rangi tikanga and kawa</li> <li>– Te Reo Māori</li> <li>– Iwi, whānau and marae</li> </ul>

### Additional notes

- This is predominantly an indoor, office based position, situated at the Ngāti Rangi Trust office in Ohakune. Some field work is required.
- Ordinary hours of work are Monday to Friday, 8.00 am to 5.00 pm however availability outside of these hours is required to fulfil the requirements of the position, including but not limited to attendance at the Kāhui hui (the third Sunday of every second month), and the Hui-A-Tau (annually on a Saturday in September). Please note that the salary package is inclusive of all hours worked.
- A current, full Driver's license is required.

## ACKNOWLEDGEMENT

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

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

Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_