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| --- | --- | --- | --- |
| **Reports to** | CEO|Kaihautū | **Department** | Nil |
| **Function** | Programme Manager of Project Mouri Tūroa | **Direct reports** | Between 2-5 |
| **Internal Relationships** | * CEO|Kaihautū * Ngā Tāngata Tiaki Trust * Ngā Tāngata Tiaki staff | **External Relationships** | * Te Kōpuka nā Te Awa Tupua * Hapū and iwi of Te Awa Tupua * Government organisations * Contractors |

**BACKGROUND**

Mouri Tūroa is the Ngā Tāngata Tiaki (NTT) approach to Jobs for Nature guided by Tupua te Kawa, the intrinsic values of Te Awa Tupua. The approach creates nature-based employment benefiting the Taiao with a primary focus on the restoration and reclamation of tikanga associated with Mouri Awa, Mouri Tangata, Mouri Ora.

Mouri Tūroa is a 4-year programme of activity designed to mitigate soil erosion, improve water quality, and enhance biodiversity within the Whanganui Iwi. Erosion is widespread in the catchment and the high sediment loads have an adverse impact on water quality and the freshwater biodiversity. To address these impacts the programme of activity will consist of five broad workstreams:

* Waterway protection through fencing, native planting, and maintenance
* Freshwater fish bio-diversity habitat restoration
* Animal and plant pest control to protect plantings
* Eco-sourced native tree nurseries
* Job creation and community engagement

Theroleof the Programme Manager (PM) is to lead and implement the programme of activity and be responsible for the delivery of project outcomes on time, within agreed budgets and project scope. The PM will oversee all aspects and along with a small team, implement and achieve agreed work plans. As the leader, the PM will perform a management function that includes:

* Planning project and work priorities
* Organising resources and developing co-funding relationships to achieve project outcomes
* Leading the project and the team in the implementation of the project
* Controlling, evaluating, and reporting on the project

This is a full-time role for 4 years with a salary range of $110,000 to $130,000 for a forty-hour week.

**KEY RESPONSIBILITIES**

**Strategy & Planning**

* Develop and confirm the four-year high-level programme plan to meet the objectives Mouri Tūroa
* Ensure the strategic and annual planning processes align to the NTT strategy and plans
* Develop detailed annual work plans that align to the high-level programme plan
* Provide clear leadership on the pathway from strategy to implementation for all involved.

**Project Management**

* Ensure that all projects are fully scoped, planned, and budgeted inclusive of relevant stakeholders and ensuring technical feasibility
* Coordinate internal resources and third parties/suppliers for the flawless execution of projects
* Provide leadership to ensure that all projects are delivered on-time, within scope and budget
* Develop diagrams and process maps to document and manage projects

**Relationships**

* Forge enduring relationships with whanau, hapū, and landowners
* Facilitate support to whanau, hapū, landowners to develop their project plans and supporting documentation
* Convene a Technical Advisors Group of government officials to support the project directly as well as maintain hapū, landowners and iwi relationships
* Engage with all relevant stakeholders and contractors to ensure continuity of project implementation
* Work with Department of Conservation (DOC) representatives to maintain the contract relationship in good faith and reciprocity
* Liaise with DOC and other Government Agencies in a collaborative way to access skills and experience across Government to support the aspirations of Mouri Tūroa

**Contracting**

* Craft, negotiate and execute contracts with approved parties
* Monitor and evaluate contracts throughout the contract term
* Resolve any contract-related issues that may arise

**Finance**

* Prepare project and annual financial forecasting, expenditure scheduling, budget variance analysis and corrective actions
* Explore funding opportunities that both leverage off the project funding (co-investment) and source additional funds needed to meet anticipated budget needs
* Negotiate resource contributions from participating hapū, landowners and iwi

**Performance and Reporting**

* Contribute to the team effort by accomplishing PM related planning, organisation, leadership and controlling functions
* Progressively measure and evaluate project performance and trends against outcomes
* Provide regular reports to the Trust and Te Kōpuka and report on a daily basis to the CEO|Kaihautū of NTT
* Meet the reporting requirements and accountability records required to by the contract with DOC

**Human Resources**

* Set work plans and priorities for the project team and effectively communicate expectations to team members
* Provide supervision and where necessary positively motivate staff to effectively perform duties
* Manage staff through the NTT performance management system inclusive of planning, monitoring, and job appraisal
* Ensure that a safe working environment is provided for staff, contractors, and stakeholders

**Communications**

* Promote the project throughout the rohe of Te Awa Tupua and utilise media as appropriate
* Effectively communicate with hapū, landowners and iwi as well as all stakeholders

**Risk Management and Compliance**

* Identify and communicate all risks and issues associated with the project to the CEO|Kaihautū.
* Analyse and resolve the performance and service issues and implement system improvements where necessary
* Ensure that all aspects of Mouri Tūroa are compliant with Ngā Tāngata Tiaki policy, legal obligations of the Trust and contractual funding obligations
* Recognise individual responsibility and collective responsibility for Workplace Health and Safety under the relevant legislation

**BEHAVIOURAL AND TECHNICAL CAPABILITIES**

1. Demonstrate Tupua Te Kawa in intent and practice

2. Experienced in a range of approaches and methodologies to ensure whanau, hapū, iwi and communities’ involvement

3. Knowledge of Te Reo me ōna tikanga Māori and an awareness and affinity for the needs and aspirations of hapū

4. Strong leadership ability in guiding a small team and representing the project with partners and stakeholders

5. Knowledge and understanding of differing cultures and identities (High CQ)

6. Demonstrated High Emotional Intelligence (EQ)

7. Strong background in business skills, management, budgeting, and analysis

8. Strong commercial acumen including cost management and financial modelling

8. Ability to provide critical analysis to projects and workstreams

9. Proven work experience in Project Management expressed by the successful implementation of significant projects or programmes

10. Excellent written and verbal communication skills

12. Sound organisational skills, multitasking and problem-solving aptitude with attention to detail

**Qualifications**

1. A relevant tertiary qualification of a bachelor's degree or higher and/or equivalent work experience
2. Project Management certification such as PRINCE II or similar project management qualification or experience would be desirable but can be gained through professional development for the right candidate.