**Maungaharuru-Tangitū Trust**

Position Description

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| POSITION TITLE | **Kaiwhakahaere Taiao / Environmental Manager 1.0 FTE** |
| LOCATION | Ahuriri |
| TERM | Permanent |
| DATE | October 2021 |
| REPORTS TO | Kaiwhakahaere Matua (General Manager, GM) |
| PURPOSE OF POSITION | 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. |
| OVERVIEW OF ORGANISATION | The Trust represents a collective of hapū of the northern Hawke’s Bay region including Ngāi Tauira, 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.  Our vision is “Puāwaitanga o te Puawānanga”; a future where the Hapū are living their dreams.  Our core purpose is “Kia Tipu te Mauri Ora”; we exist to facilitate the holistic growth of our people, culture, economy and environment.  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.  The guiding principles of the Trust are:   * kia rangatira te tū - disciplined people * kia rangatira te whakaaro – disciplined thought * kia rangatira te mahi – disciplined action.   These principles enable the Trust to do things in a way that ensures efficiency and effectiveness of our effort. |

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| REPORTING STRUCTURE |

Board of Trustees

Kaiwhakahaere Matua

Kaiwhakahaere Taiao

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| DIRECT REPORTS |
| No Three plus contractors as required in projects. |

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| RELATIONSHIPS | |
| Internal   * Kaiwhakahaere Matua * Board of Trustees * Kāhui Kaumātua * Hapū * Trust staff | External   * Central and local government * Commercial companies * Specialist groups * Other hapū and iwi including other post settlement governance entities * Community groups * Funding bodies * Advisors |

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| AUTHORITIES | | |
| Nil |  | |
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| KEY ACCOUNTABILITIES | PERFORMANCE GOALS |
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| **Environmental Policy Development and**  **Programme Management**   * Provide timely and accurate risks and opportunities analysis to the General Manager. * Coordinate the development of the Hapū Environmental Management Plan (HEMP). * Implement the HEMP. * Design and implementenvironmental policies and processes. * Develop and implement Te Kawenata framework agreed with the Department of Conservation (DOC). * Lead projects including:   + Kia eke Te Ngarue, Kia eke Arapawanui (funded by DOC’s Kaimahi for Nature)   + Kotahi Plan (Hawke’s Bay Regional Council’s regional resource management plan including freshwater management as it relates to the takiwā of the Hapū)   + Poutiri Ao ō Tāne (collaborative restoration project with DOC)   + Te Waiū o Tūtira (collaborative restoration project at Tūtira)   + Coastal Hazards   + Monitoring third party developments * Manage litigation. * Identify and successfully apply for project funding. * Implement a cost recovery policy for advice provided by the Trust to local, regional and central agencies as well as developers. * 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. | * Continued risks and opportunities reporting presented to the GM in a timely manner. * Completion and approval of the HEMP within agreed timeframes. * Te Kawenata Framework is agreed with DOC. * Appropriate support is provided to agreed projects. * Reporting against goals is timely, clear and relevant. * Successful negotiation with external providers. * External funding is secured for Trust projects and cost recovery achieved for advice to local, regional, central agencies as well as developers . * The Trust complies with relevant statutory requirements. * Planning frameworks and timeframes are met. * The Trust is seen to be responsive and constructive in all matters, including contribution to local, regional and national environmental policy. * All submissions are of a high quality and completed within timeframes. * Partnerships and relationships are nurtured and utilised leading to successful outcomes for both parties. * Consent effects are identified, mitigated and managed. * Litigation is managed to optimise successful outcomes. |
| **Project Management**   * 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. * Track project deliverables using appropriate tools. * Identify, and if required, source funding for project initiatives. | * Operational plans are developed and approved. * All key milestones, including reporting for assigned projects are met and monitored. * All projects are managed on time and within budget. * Projects are of a high quality standard. * All assigned projects run as smoothly as possible, with a ‘no surprises’ policy and any issues are escalated to the GM as necessary. * Any variations to project plans are communicated and documented. * Once a project is completed it is reviewed and assessed. * Funding sources identified and meetings held to secure resource development and funding. * Support and communications for Hapū and kaumātua as required e.g. Hui ā-Hapū, presentations to Kāhui Kaumātua, pānui. |
| **Relationship Management**   * To ensure that key stakeholder relationships are developed, enhanced and maintained. * To develop and maintain a wide range of professional networks which can maximise benefits to the Trust. * To contribute to the future of environmental management through strategic and policy forums and working parties. | * 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. |
| **Health and Safety**   * Responsibility for a safe and healthy work environment for self and others. * Complies with all H&S policies and procedures. | * 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 and MTT culture. |

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| IDEAL PERSON SPECIFICATION |
| JOB DESCRIPTION CREATED / AMENDED |
| 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. |
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| SIGNATURES |
| **On behalf of Maungaharuru-Tangitū** **Trust:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature*  **Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature* |