Position Description

Pou Tuitui / Whenua and Relationships Lead

Reports to: Transitional Executive Manager
Employment status: Full time, permanent.
Direct reports: None initially

Position purpose

To establish and lead Te Here ā Nuku's whenua oversight function, including the relationships, agreements and arrangements through which its responsibilities and interests as owner of the whenua are exercised.

The Pou Tuitui / Whenua and Relationships Lead will lead implementation of the Kawenata from Te Here ā Nuku's side, oversee Control and Manage arrangements, maintain visibility of significant obligations and issues affecting the whenua, and manage key operational relationships with DOC, Control and Manage entities and other parties.

The role will ensure Te Here ā Nuku understands what is happening across these arrangements, meets its own commitments, receives the information it needs. The role will identify emerging issues, assess their implications and develop advice and recommendations for the Transitional Executive Manager's consideration and, where appropriate, Trustee decision.

The role does not undertake conventional property management or assume the day to day responsibilities of DOC, Control and Manage entities, occupiers or external property managers.

Key accountabilities

Area	**What this role is responsible for**
Kawenata implementation	Lead the day to day implementation of the Kawenata from Te Here ā Nuku's side. Keep track of commitments, actions, notices, planning and review requirements and make sure Te Here ā Nuku meets its responsibilities. Maintain the operational relationship with DOC and ensure matters are dealt with at the appropriate operational, executive or rangatira ki te rangatira level.
Whenua planning	Lead Te Here ā Nuku's involvement in annual operational planning and other planning processes applying to whenua administered by DOC or other entities. Identify matters affecting the Trust's interests, develop advice on priorities and proposed approaches for the Transitional Executive Manager's consideration, and ensure agreed actions relevant to the Trust are followed through.

Control and Manage arrangements	Lead Te Here ā Nuku's internal oversight of Control and Manage arrangements. Maintain a clear understanding of the responsibilities of the Trust and each Control and Manage entity. Receive and review agreed plans, reports and information and maintain visibility of significant matters including activities, H&S, assets and maintenance, insurance and liabilities, revenue and proposed changes. Identify matters requiring Te Here ā Nuku approval, direction or further consideration and progress these to the appropriate decision maker.
Whenua arrangements and obligations	Maintain a clear organisational view of the statutory, contractual and relationship arrangements applying across relevant whenua, including reserve status and classification, administering body arrangements, concessions, leases, licences and other legal interests or authorities affecting the whenua. Keep track of significant obligations, approvals, commitments, reporting requirements, review dates and decision points. Make sure Te Here ā Nuku responsibilities are allocated and followed through and identify gaps or issues requiring further advice or action.
Advice and decision support	Prepare clear advice, briefing notes and papers for the Transitional Executive Manager and Trustees. Analyse information arising through the Kawenata, Control and Manage and other whenua arrangements and identify implications, options and risks. Develop advice and recommendations for the Transitional Executive Manager's consideration, including matters requiring Trustee direction or decision. Present advice and participate in discussions with Trustees where required. Coordinate legal, property, environmental, H&S, financial and other specialist advice and bring that advice together into practical recommendations.
Asset and infrastructure oversight	Maintain owner side visibility of significant asset and infrastructure matters arising through DOC and Control and Manage arrangements, including condition, maintenance, planned works, ageing assets, significant liabilities and anticipated replacement requirements. Ensure relevant information is received and understood and coordinate property, valuation, building, environmental or other specialist advice where required rather than undertaking those functions directly.
Relationships	Maintain effective working relationships with DOC, Control and Manage entities and other organisations whose activities and responsibilities materially intersect with Te Here ā Nuku whenua. Represent Te Here ā Nuku in operational relationship settings within delegated authority.

	Identify issues early and work to resolve them or bring them to the appropriate level where required.
Establish the whenua function	Lead the development of Te Here ā Nuku's internal approach to exercising its whenua oversight responsibilities, including the systems, processes, reporting and advice needed to support effective executive and Trustee decision-making. This includes registers of obligations and commitments, planning and reporting cycles, decision pathways, escalation processes and interfaces with external property management and specialist advisers. Document important arrangements and knowledge so they do not depend on one person's memory.

Decision making and authority

The Pou Tuitui / Whenua and Relationships Lead is expected to work independently within the legislation, agreements, policies, delegations and direction applying to the role.

The role can:

- Manage routine operational relationships within established arrangements.
- Coordinate Kawenata and Control and Manage processes.
- Follow up agreed obligations, actions, reports and information.
- Coordinate planning and review processes.
- Analyse information and identify matters requiring action.
- Coordinate specialist advice within approved authority.
- Prepare advice and recommendations.
- Resolve routine implementation matters within established parameters.
- Represent Te Here ā Nuku in operational meetings within delegated authority.
- Develop and maintain the internal systems needed to oversee these arrangements.

The role does not exercise powers or make decisions reserved to Trustees under the Te Here ā Nuku legislation, Trust Deed or other governing arrangements.

Matters involving significant changes to whenua or its use, material or long term commitments, significant assets, reserve status or classification, significant legal interests, material relationship consequences, matters affecting future options for the whenua or matters outside delegated authority must be brought to the Transitional Executive Manager and, where required, Trustees.

The role does not assume the operational responsibilities of DOC or Control and Manage entities or the technical responsibilities of external property managers and specialist advisers.

Key relationships

Relationship	Purpose
Transitional Executive Manager	Provide advice on whenua arrangements, relationships, emerging issues, risks and matters requiring executive or Trustee consideration.
Trustees	Provide information, analysis and advice on matters requiring Trustee consideration. Attend Trustee hui and present advice or recommendations where required, working through the Transitional Executive Manager, and ensure approved decisions are progressed.

Department of Conservation	Maintain the principal day to day relationship on implementation of the Kawenata and relevant statutory and operational matters, while supporting executive and rangatira level relationships where required.
Control and Manage entities	Maintain effective working relationships and ensure agreed arrangements, reporting, reviews and responsibilities operate effectively from Te Here ā Nuku's side.
Ngā Uri	Support Ngā Uri involvement in matters relating to the whenua where this forms part of the Kawenata, Control and Manage arrangements or other work for which the role is responsible.
External property manager and specialist advisers	Work with the external property manager and legal, environmental, H&S, financial, valuation, building and other specialists to obtain and coordinate the expertise Te Here ā Nuku requires.
Other external organisations	Work with relevant Crown agencies, councils, iwi and Māori organisations, community organisations and other parties where their activities or responsibilities materially intersect with Te Here ā Nuku whenua.

Knowledge, experience and capability

Essential

- Significant experience managing complex relationships, agreements, programmes, land related arrangements, public sector interfaces or comparable responsibilities involving multiple parties.
- Knowledge of or demonstrated ability to quickly develop a working knowledge of the Reserves Act 1977 and statutory and regulatory arrangements relevant to reserve land, including reserve classifications, administering body responsibilities, concessions, leases, licences and other authorities affecting the use of land.
- Ability to understand and work with the Te Here ā Nuku legislation and recognise the responsibilities, decision points and Trustee powers relevant to the role.
- Demonstrated ability to understand and work with legislation, agreements, plans and professional advice and translate these into practical organisational requirements and actions.

- Ability to recognise when statutory requirements, existing legal interests or proposed activities affecting the whenua require legal or other specialist advice. The role does not require specialist legal expertise.
- Strong judgement and the ability to distinguish routine matters from issues requiring executive, specialist or Trustee consideration.
- Strong analytical and written capability, including the ability to prepare clear advice, briefing notes, papers and recommendations for senior executive and governance audiences.
- Demonstrated ability to build effective working relationships and progress matters where there is no direct authority over the other party.
- Strong organisation and follow through across multiple concurrent arrangements, obligations and deadlines.
- Ability to coordinate external professional and technical advisers, understand the implications of their advice and bring it together for executive or Trustee consideration.
- Ability to work independently and establish new systems and processes in an evolving organisation.
- Ability to work effectively within a kaupapa Māori environment, with an understanding of, or willingness to develop an understanding of, Te Here ā Nuku's history, Ngā Uri and the kaupapa that guides the Trust's responsibilities to the whenua.

Desirable

- Experience involving whenua, reserves, conservation, landowner responsibilities, Crown Māori relationships or complex property arrangements.
- A relevant tertiary qualification in environmental management, resource management, law, public policy, Māori studies or a related discipline would be an advantage.
- Experience working with governance bodies and preparing matters for governance decision.
- Experience working on behalf of an owner or principal where day to day delivery or management is undertaken by other parties.